School of Mechanical & Chemical Engineering
HEALTH AND SAFETY COMMITTEE

TERMS OF REFERENCE

1. TITLE

The name of the Committee shall be School of Mechanical & Chemical Engineering Health and Safety Committee.

2. ROLE

The Health and Safety Committee will provide an advisory and coordinating role for reporting and managing health and safety, and act as an efficient conduit for reporting, communication and information transfer to the Faculty Health and Safety Committee and local Head of School.

In addition, it will oversee the implementation of the University’s Work Health and Safety Management System across the work area and promote a positive safety culture.

3. STRUCTURE AND REPRESENTATION

3.1 In order to comply with University guidelines on Health and Safety Committees there needs to be equal representation between managers and the remaining membership to ensure that the decision making process is equitable and compliant.

3.2 Senior managers should be present on committees to sanction approval, and action agenda items to prevent delays in the decision making process.

3.3 Committee members must have the information and skills to deal with issues in a proper manner and have adequate knowledge to make a positive contribution in their committee role.

3.4 Postgraduate and Undergraduate Student Representatives (UEC) have an important role in the communication and exchange of safety information with their respective groups and will have Invitee status.

3.5 University guidelines recommend that committees should not exceed twelve members for effective operation. In large organisations this size may be slightly varied as long as the management and the remaining voting member’s ratio remain balanced.

3.6 Members may be given access to information that the university has in relation to hazards, risk assessments and the health and safety of workers at the workplace. The entitlement does not extend to personal or medical information of a worker unless the worker consents and it is required that all information will remain confidential.
4. MEMBERSHIP

4.1 The membership should represent management and non-management members from each School or Centre or Operational Area.

**Committee Chairperson:** Head of School, Director of Centre or other highly motivated staff member with the necessary knowledge and experience.

**Deputy Chairperson:** Elected by the committee from the voting members.

**Management representation:** Selected from the group comprising Head of School, Director, senior managers or supervisors from the work area.

**Non-management representation:** Selected from the workforce of the local area and should include the Health and Safety Representative and/or safety officers.

**Minutes Secretary:** This person is an invitee who supports and records the activities of the committee.

**Invitees:** These individuals are not members of the committee and do not hold voting rights.

It is a prerequisite that all members have knowledge and experience in workplace health and safety to ensure the efficient operation of the committee.

4.2 A quorum of members must be present before a meeting can proceed. The Committee Chairperson or the Deputy Chairperson must attend and at least four committee members must be present for the meeting to proceed.

4.3 Committees are required to operate in accordance with the Principles for the Operation of Committees and Rules for the Operation of Committees. Members must act in accordance with the University Committee Members’ Code of Conduct.

4.4 Members cannot be held liable in criminal or civil proceedings because of any acts, or omissions, done honestly and reasonably, pursuant to their role as a member of the committee.

4.5 Committee members will cease to be a member of the committee if they:

- Resign from the committee;
- Fail to attend three consecutive meetings without providing apologies to the Chair;
- Resign from their employment;
- Breach confidentiality.
5. **DECISION MAKING**

The decision making process of the committee will be conducted as follows:

- All agenda items put forward for decision will be decided by the vote of the majority of members supporting the decision;

- Members likely to be absent from a meeting may appoint (in writing to the Chairperson) another Committee member as a proxy, or cast the vote indicated in their written submission prior to the meeting;

6. **TERMS OF OFFICE**

The term of office of members elected by the committee membership is one year. The remaining members will hold their positions until they resign or another person is nominated. Elected Members may be reappointed for a subsequent term of office.

7. **CHAIR OF THE SAFETY COMMITTEE**

The responsibilities of the Chairperson are as follows:

- Oversee scheduling of meetings and distribution agendas;

- Individual communication with committee members, sub-committees and invited visitors;

- Guiding the meeting according to the agenda and time available;

- Ensuring all discussion items end with a decision, action or defined outcome;

- Review and approve the draft minutes before distribution.

8. **MINUTES SECRETARY**

The responsibilities of the Minutes Secretary are as follows:

- Prepare agendas and issue notices for meetings, ensuring all necessary documents requiring discussion or comment are attached to the agenda;

- Distributing the Agenda one week prior to the meeting;

- Taking notes of proceedings and preparing minutes of meeting;

- Distributing the draft minutes to all committee members within one week of the meeting;

- The draft minutes shall be checked and accepted by the committee members as a true and accurate record at the commencement of the next meeting.
9. **DURATION OF MEETINGS**

The Committee must meet at least quarterly, but may meet as often as necessary to deal with any work health and safety issues as soon as possible.

Meetings shall be held for duration of 1.5 hours or shorter. A special or extraordinary meeting may be called by the Chairperson or a representation of half the committee members.

10. **FUNCTION**

The functions of the Health and Safety Committee are listed below:

- Review all incidents and injury reports occurring in work area, including reported hazards and subsequent actions arising and provide Worker’s Compensation support as necessary;
- Oversight of the implementation of workplace monitoring and follow-up, i.e. workplace inspections and compliance monitoring through AS 4801 audits and the Traffic Light System;
- Maintain a local Risk Register in relation to the UWA Risk Register and ensure that it lists all current hazards;
- Monitor workplace audits and inspections and play an active role in promoting positive safety culture within the area;
- Assist in the implementation of workplace safety related policies, procedures and guidelines;
- Stewardship and review of the local Health & Safety Manual;
- Monitor safety performance and review health and safety management plans and associated objectives and targets;
- Respond to health and safety issues raised by staff or students within the local area ensuring satisfactory outcomes or alternatively referring on to the appropriate party for action;
- Monitor and report health and safety compliance to the Faculty Health and Safety Committee to ensure that a strategic view is maintained;
- The committee may delegate any of its functions to a subcommittee comprising delegated members of the Health and Safety Committee.

11. **AMENDMENTS**

The Terms of Reference shall be reviewed annually from the date of approval. They may be altered to meet the evolving needs of the work area by the agreement of the majority of committee members and approval of the Faculty Safety Committee.
The above Terms of Reference for the School of Mechanical & Chemical Engineering Health and Safety Committee has been endorsed to by:

**Chairperson:**

**Faculty General Manager:**