FACULTY OF ENGINEERING, COMPUTING AND MATHEMATICS
HEALTH AND SAFETY COMMITTEE

TERMS OF REFERENCE

1. TITLE

The name of the Committee shall be Faculty of Engineering, Computing and Mathematics 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 between Schools, Centres and Operational Units, the Faculty Safety Committee and the University Safety Committee.

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 of the reporting Health & Safety Subcommittees, in addition to the Chair.

**Committee Chairperson:** General Manager

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

**Management representation:** Chairperson from each School Safety Committee. Deputy Chairs may act in this role when the Chair is unavailable.

**Non-management representation:** A nominated Health and Safety Representative from each of the reporting subcommittees who is a designated worker. Alternatively, a Safety Officer may fulfill this role on a temporary basis, but this appointment should be regularly reviewed to improve worker representation.

**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 Faculty prerequisite that all members have attended the Safety and Health for Managers and Supervisors Course organised by UWA Safety, Health and Wellbeing.

4.2 A quorum of members must be present before a meeting can proceed. The Committee Chair or Deputy Chair and at least six 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 to a subsequent term of office.

7. CHAIR OF FACULTY HEALTH AND 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 a 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 function of the Faculty Safety and Health Committee is 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;

- Implementation of workplace safety related policies, procedures and guidelines;

- Maintain a local Risk Register in relation to the UWA Risk Register and ensure that it lists all current hazards;

- Stewardship and review of the Faculty Health & Safety Manual and its appendices;

- Review health and safety management plans and associated objectives and targets;

- Promotion of a workplace safety culture;

- Assist in the resolution of safety issues that cannot be resolved with the resources available in the reporting sub-committee work areas;

- Recognition of health and safety related achievements / submissions for UWA Safety Awards.

- The committee may establish sub-committees to report back on agenda items that require specialist knowledge or expertise to assist the decision making process as necessary, or a working party (not necessarily with committee membership) depending on the issue.

- The committee may delegate any of its functions to a subcommittee comprising delegated members of the Faculty 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 Faculty or by the agreement of the majority of committee members.

The above Terms of Reference for the Faculty of Engineering, Computing and Mathematics Health and Safety Committee have been endorsed to by:

Chairperson:

Dean of the Faculty:

Faculty General Manager: