

CONSTITUTION OF THE UNIVERSITY COUNCIL HEALTH AND SAFETY COMMITTEE

1. Establishment

- 1.1 The Health and Safety Due Diligence Committee was established by Council at its meeting on 7 December 2011 (C 116/11). The Committee was renamed the University Council Health and Safety Committee by Council at its meeting on 21 June 2017 (C 91/17).
- 1.2 The University Council Health and Safety Committee (the Committee) has been established to:
 - 1.2.1 assist Council in maintaining a “due diligence” process, to enable Council members to discharge their individual due diligence obligations under existing workplace health and safety legislation;
 - 1.2.2 oversee the governance of the University’s health and safety systems and processes, and monitor emerging trends;
 - 1.2.3 consider any on-going compliance issues with existing workplace health and safety legislation; and
 - 1.2.4 ensure that Council has reasonable grounds to be satisfied that a culture of “zero harm” is established and is supported by Council and management.

2. Functions and powers of the Committee

- 2.1 The Committee will assist Council members to take reasonable steps to:
 - 2.1.1 acquire and keep up-to-date knowledge of work health and safety matters;
 - 2.1.2 gain an understanding of the nature of the operations of the University and generally of the hazards and risks associated with those operations;
 - 2.1.3 ensure that the University has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the University;
 - 2.1.4 ensure that the University has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
 - 2.1.5 ensure that the University has, and implements, processes for complying with any duty or obligation of the University under applicable workplace health and safety legislation; and
 - 2.1.6 verify the provision and use of the resources and processes referred to in sub-sections 2.1.1 to 2.1.5.
- 2.2 The Committee will review incident reports on serious health and safety incidents and serious health and safety risks in relation to staff, students, contractors and visitors.
- 2.3 The Committee will refer matters to Council for decision when necessary.

3. Membership

- 3.1 The membership of the Committee shall comprise:

- 3.1.1 A Chairperson, appointed by Council from amongst the members of Council who is neither a student nor a member of staff of the University;
 - 3.1.2 Up to five other members, appointed by Council from among the members of Council or other persons with expertise and/or an interest in health and safety matters, and
 - 3.1.3 the Vice-Chancellor, *ex officio*.
 - 3.2 The Committee will elect a Deputy Chairperson from one of the members appointed under section 3.1.2. The Deputy Chairperson will chair meetings of the Committee in the absence of the Chair.
 - 3.3 The Committee is committed to gender balance and diversity of membership. Council will work towards achieving gender balance (40% women; 40% men and 20% of either, and/or other genders) on average across all its standing committees assessed over a reasonable period of time, noting that this may not be possible at all times due to the composition of Council and the skills and experience required by the Committee.
- 4. Terms of Office**
- 4.1 The term of office of a member appointed under clauses 3.1.1 and 3.1.2 shall be for up to two years, concluding on 31 March of the relevant anniversary year.
 - 4.2 Members may, if eligible, be re-appointed by Council to the Committee to serve successive terms.
- 5. Quorum**
- 5.1 The quorum for a Committee meeting is one-half of the total number of members of the Committee, excluding:
 - 5.1.1 any vacancy in the membership of the Committee; and
 - 5.1.2 any Committee member who has an approved leave of absence.
- 6. Officers in Attendance**
- 6.1 The Chief Operations Officer and Director, Health and Safety shall attend all meetings of the Committee with rights of audience and debate.
 - 6.2 The Committee may invite any other officer of the University to attend for specific items of a meeting or to attend specified meetings, to assist the Committee in its deliberations.
- 7. Meeting Schedule**
- 7.1 The Committee shall meet at least three times a year.
- 8. Reporting**
- 8.1 The Committee will report to the Council by way of its minutes.
- 9. Review**
- 9.1 The Committee shall, at least every two years, review its performance against its Constitution and annual work plan, and assess its continued relevance.

10. Record Keeping

- 10.1 The Secretariat will maintain a central repository of documents that support steps taken by Council members to discharge their individual “due diligence” obligations.

11. Servicing of the Committee

- 11.1 The Secretary of the Committee is the Council Secretary or such other person appointed by the Council Secretary.

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REVISION HISTORY

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
1.	Approved	9 May 2012	Council	C 49/12	Attachment A to Confidential Document No 00449/12
2.	Approved	21 June 2017	Council	C 91/17	Attachment A to Item 7.2
3.	Approved	14 May 2020	Council	C 40/20	Attachment B to Item 7.4
4.	Approved	4 December 2020	Council	C 172/20 (b)(ii)	Attachment D to Item 5.2
5.	Approved	12 May 2021	Council	C 66/21	Attachment A to Item 7.4
6.	Approved	1 September 2021	Council	C 128/21	Attachment A to Item 8.3
7.	Approved	29 October 2021	Council	C 152/21	Attachment A to Item 8.3
8.	Approved	16 March 2022	Council	C 39/22	Attachment A to Item 8.2