



UNIVERSITY HEALTH AND SAFETY COMMITTEE CONSTITUTION

1. Establishment

- 1.1 The Occupational Safety and Health Policy Committee (**Committee**) was established in 1988 as a body advisory to the Executive General Manager.
- 1.2 The Terms of Reference of the Committee were revised by the Planning and Management Committee's 19/02 meeting on 26 November 2002.
- 1.3 The 5/05 meeting of the Planning and Management Committee rescinded the 2002 Terms of Reference and adopted a revised version of the constitution in its stead.
- 1.4 The 01/12 meeting of the Planning and Management Committee rescinded the 2005 Terms of Reference and approved:
 - 1.4.1 a name change to the University Health and Safety Committee; and
 - 1.4.2 a revised version of the Constitution.
- 1.5 The University Health and Safety Committee was re-established as a committee reporting directly to the Vice-Chancellor on 1 April 2021.
- 1.6 A revised Constitution was approved by the Vice-Chancellor on the recommendation of the Senior Executive Team at its meeting on 6 October 2022 in response to the introduction of the *Work Health and Safety Act 2020 (WA) (Act)*.

2. Functions

- 2.1 The functions of the Committee are:
 - 2.1.1 to facilitate cooperation between the University and workers in instigating, developing and carrying out measures designed to ensure the health and safety of workers at work;
 - 2.1.2 to assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace; and
 - 2.1.3 any other functions agreed between the University and the Committee.
- 2.2 The Committee is responsible for advising and making recommendations to the Vice-Chancellor and the University Council Health and Safety Committee on matters relating to health and safety in areas including but not limited to:
 - 2.2.1 compliance with statutory obligations in relation to health and safety;
 - 2.2.2 development and periodic review of the University Health and Safety Framework, policies, procedures and programs;
 - 2.2.3 promotion of a healthy and safe working environment and safe working practices;
 - 2.2.4 effectiveness of communication and consultation on health and safety matters between the University's management and its workers;

- 2.2.5 identification of and resolution of health and safety issues in accordance with the University's *Resolution of Health and Safety Issues Guidelines* including matters brought forward from individual area committees;
 - 2.2.6 effectiveness of the integration of the University's Health and Safety Framework into each Faculty and non-Faculty Area portfolio; and
 - 2.2.7 review of health and safety performance at the University.
- 2.3 The Committee can refer, by exception, specific matters to the Senior Executive Team for consideration.

3. Membership

- 3.1 At least half of the membership of the Committee must be workers who are not nominated by the University. Workers not nominated by the University are the members in clauses 3.2.6 and 3.2.7.
- 3.2 The membership of the Committee will comprise of:
- 3.2.1 The Chief Operating Officer (Chair), *ex-officio*
 - 3.2.2 Provost (Deputy Chair), *ex-officio*
 - 3.2.3 Pro Vice-Chancellor or nominee, *ex-officio*:
 - (a) Faculty of Business and Law
 - (b) Faculty of Health Sciences
 - (c) Faculty of Humanities
 - (d) Faculty of Science and Engineering
 - 3.2.4 Deputy Vice-Chancellor or nominee, *ex-officio*:
 - (a) Academic
 - (b) Global
 - (c) Research
 - 3.2.5 Director, Health and Safety, or nominee, *ex-officio*
 - 3.2.6 A worker (as defined by the Act) appointed by each specialist advisory committee referred to in clause 10 or nominee
 - 3.2.7 One Health and Safety Representative or their nominee appointed by each Health and Safety Sub-Committee listed in clause 9
 - 3.2.8 President, Curtin Student Guild, or nominee, *ex-officio*
 - 3.2.9 Where the number of members not nominated by the University (those workers in clauses 3.2.6 and 3.2.7) exceed the number of other members of the Committee, the Vice-Chancellor may appoint up to two additional members, subject always to clause 3.1 and having regard to gender balance (to achieve at least 40% of either gender), diversity and expertise.

4. Terms of Office

- 4.1 Members of the Committee, excluding *ex officio* members, will serve a term of up to three years, concluding on 30 June of the relevant anniversary year.
- 4.2 Members of the Committee, excluding *ex officio* members, may be re-appointed to serve for up to two further terms of three years each.
- 4.3 *Ex officio* members will serve for the length of time they are in that role.

5. Officers in attendance and attendance of observers

- 5.1 The Chair will appoint an Executive Officer, as appropriate, for the Committee.
- 5.2 The Committee may invite any person or persons internal or external to the University to attend an entire meeting or meetings, or to attend for one or more specified items, with rights of audience and debate.

6. Quorum

The quorum for a meeting of the Committee is half of the total membership of the Committee, provided that at least half of the members present at the meeting are those workers referred to in clauses 3.2.6 and 3.2.7.

7. Voting

The Committee will aim to decide issues by consensus. Where a consensus cannot be reached, a vote will be taken at a meeting as follows:

- (a) a decision will not have effect unless it is made by a simple majority;
- (b) each member who is present at a meeting is entitled to one vote; and
- (c) the Chair is to have a deliberative vote only and does not have a casting vote.

8. Nominees

8.1 In this Constitution, **nominee** means –

8.1.1 the nominee of an ex officio member of the Committee –

- (a) whose nomination has been approved under clause 8.2; and
- (b) who is not ineligible to be a nominee under clause 8.4.

8.1.2 the nominee of a member appointed under clauses 3.2.6 or 3.2.7 –

- (a) whose nomination has been approved by the relevant specialist advisory committee or health and safety sub-committee; and
- (b) who is not ineligible to be a nominee under clause 8.4.

8.2 Subject to clause 8.4, the Chair may approve the nomination by an ex officio member of a person to be the nominee of the ex officio member.

8.3 A Committee member is to ensure details of the nomination are provided in writing to the Chair prior to commencement of the Committee meeting which the member is unable to attend.

8.4 A member of the Committee is not eligible to be approved as a nominee or to remain a nominee if they are a current member of the Committee.

8.5 A nominee may act temporarily in place of the Committee member for whom they are approved on any occasion on which, or during any period in which, the Committee member is unable to perform the functions of the position.

8.6 If a nominee is attending a Committee meeting in place of the member, the nominee may exercise all the rights and is subject to the same responsibilities as the member.

9. Health and Safety Sub-Committees

The Committee will be assisted in the performance of its functions by the following standing Health and Safety Sub-Committees:

- (a) Faculty of Business and Law

- (b) Faculty of Science and Engineering
- (c) Faculty of Health Sciences
- (d) Faculty of Humanities
- (e) Properties, Facilities and Development
- (f) Corporate Services, Legal Services and Finance
- (g) Research Office at Curtin
- (h) Global Curtin
- (i) Office of the Deputy Vice-Chancellor, Academic and Office of the Provost, including Centre for Aboriginal Studies and Enabling Students
- (j) Office of Corporate Relations
- (k) Kalgoorlie Campus
- (l) Other Health and Safety Sub-Committees established from time to time.

10. Specialist Advisory Committees

The following Specialist Advisory committees and groups will report directly to the Committee:

- (a) Hazardous Materials Technical Advisory Group
- (b) Institutional Biosafety Committee
- (c) Radiation Safety Committee
- (d) Emergency Planning Committee
- (e) Respect. At. Curtin Committee
- (f) Other committees or groups as established from time to time.

11. Global Campuses

Health and safety committees for the University's Global Campuses may, if required by the Committee, report to the Committee by way of their minutes.

12. Establishment of Working Parties

12.1 The Committee may establish working parties or sub-groups for a specified term to address specific issues.

12.2 The composition of a working party or sub-group may include persons other than members of the Committee and may include persons who are external to the University.

12.3 The role of a working party or sub-group is to advise the Committee on the specific issue it has been tasked to consider.

12.4 The working party or sub-group will report to the Committee as specified by the Committee.

13. Meeting Schedule

The Committee will meet:

- (a) as frequently as necessary, but not less than once every three months; and
- (b) at any reasonable time at the request of at least half of the members of the Committee.

14. Reporting

The Committee will report to the Vice-Chancellor and Curtin University Council Health and Safety Committee by way of its minutes.

15. Servicing of the Committee

The Secretary of the Committee will be appointed by the Director, Secretariat and Council Secretary.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee	Resolution Number	Document Reference
Amended	Approved	02/11/2017	PMC	PMC 100/87	Attachment A to Item 18.5
Amended	Approved	11/02/2020	PMC	PMC 18/20	Attachment A to Item 13
Re-established	Approved	01/04/2021	Vice-Chancellor		Item 3 of SET agenda
Amended	Approved	06/10/2022	Vice-Chancellor	SET 113/22	Item 7.7 of SET agenda
Amended	Approved	01/12/2022	Vice-Chancellor	SET 136/22	Item 6.3 of SET agenda