

UNIVERSITY HEALTH AND SAFETY COMMITTEE CONSTITUTION

Commencement Date: 1 February 2012

1. ESTABLISHMENT

- 1.1 The Occupational Safety and Health Policy Committee (hereinafter “the 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- 1.3 The 5/05 meeting of the Planning and Management Committee rescinded the 2002 Terms of Reference and adopted a revised version of the constitution in its stead.
- 1.4 The 01/12 meeting of the Planning and Management Committee rescinded the 2005 Terms of Reference and approved a name change - to the University Health and Safety Committee - and a revised version of the constitution.

2. FUNCTIONS

- 2.1 The Committee is responsible for advising the University through the Planning and Management Committee, on matters relating to health and safety. Without limiting the generality of the foregoing, the role of the Committee is to:
 - 2.1.1 Assist the University in meeting its statutory obligations in relation to health and safety;
 - 2.1.2 Assist the University in developing and reviewing its Health and Safety Management System, including policies, procedures and programs in line with continuous improvement principles;
 - 2.1.3 Promote a healthy and safe working environment and safe working practices;
 - 2.1.4 Promote communication and consultation on health and safety matters between the University’s management and its workers.
 - 2.1.5 Assist in resolving health and safety issues in accordance with the University’s Procedure for *Resolution of Health and Safety Issues*;
 - 2.1.6 Support the integration of the University’s Health and Safety Management System into each Faculty and Administration portfolio;
 - 2.1.7 Review health and safety performance at the University.

3. MEMBERSHIP

- 3.1 The Vice President Corporate Services (Chair) – *Non voting member*
- 3.2 The Executive Director Properties,
- 3.3 The Chairpersons of the Health and Safety sub-committees,
- 3.4 The Head of the University Health Service,

- 3.5 The Director Health and Safety,
- 3.6 One (1) Safety and Health Representative from each of the following Areas, appointed by the relevant Executive Manager or Health and Safety Sub-Committee:
 - 3.6.1 Curtin Business School
 - 3.6.2 Faculty of Science and Engineering
 - 3.6.3 Faculty of Health Sciences
 - 3.6.4 Faculty of Humanities
 - 3.6.5 Facilities Management
 - 3.6.6 Corporate Services
 - 3.6.7 Research and Development
 - 3.6.8 Education
 - 3.6.9 International
 - 3.6.10 Corporate Relations and Development
- 3.7 The President, Curtin Student Guild, or another member of the Curtin Student Guild Executive Council.

4. TERMS OF OFFICE

- 4.1 Members of the Committee other than ex officio members shall serve for terms of up to two years, concluding on 30 June of the relevant anniversary year.
- 4.2 Appointed members may, if eligible, be re-appointed to serve for further terms.

5. RIGHTS OF AUDIENCE AND DEBATE

- 5.1 The Committee may invite any person or persons whether from within the University 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

- 6.1 The quorum shall be 10 members, provided that at least half shall be members appointed under section 3.6 and at least three shall be members appointed from Section 3, excluding 3.6.

7. HEALTH AND SAFETY SUB-COMMITTEES

- 7.1 The Committee will be assisted in the performance of its functions, by the following standing sub-committees:
 - 7.1.1 Faculty of Science and Engineering H&S Committee
 - 7.1.2 Faculty of Health Science H&S Committee
 - 7.1.3 Faculty of Curtin Business School H&S Committee
 - 7.1.4 Faculty of Humanities H&S Committee
 - 7.1.5 Corporate Services H&S Committee
 - 7.1.6 International, Research and Development H&S Committee
 - 7.1.7 Education H&S Committee

8. SPECIALIST ADVISORY COMMITTEES

8.1 The following committees will report directly to the University Health and Safety Committee:

- 8.1.1 Institutional Biosafety Committee
- 8.1.2 Radiation Safety Committee
- 8.1.3 Hazardous Substances Committee
- 8.1.4 Other, as required.

9. EXTERNAL CAMPUSES (NON BENTLEY)

9.1 The following External Campus Committees will report to University Health and Safety Committee by way of their minutes.

- 9.1.1 Sarawak Campus
- 9.1.2 Singapore Campus
- 9.1.3 Sydney Campus
- 9.1.4 WASM Kalgoorlie (Note: WASM also reports to the Science and Engineering Sub-Committee)

10. ESTABLISHMENT OF WORKING PARTIES

10.1 The Committee may establish working parties to address particular, specific issues. A working party is disestablished upon completion of its brief.

11. MEETING SCHEDULE

11.1 The Committee shall meet as frequently as necessary, but not less than once every three months.

12. REPORTING

12.1 The Committee will report to the Planning and Management Committee by way of its minutes.

13. SERVICING OF THE COMMITTEE

13.1 The Health and Safety department shall appoint a secretary to the Committee.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
NEW	Approved	01 February 2012	Planning & Management Committee	PMC 06/12 (ii)	Attachment 2 to Document 0032/12