UNIVERSITY HEALTH AND SAFETY COMMITTEE CONSTITUTION

Constitution last amended: 08.10.2013 4/2013  

FUNCTION
1 The University Health and Safety Committee will carry out the functions prescribed by the Work Health and Safety Act 2011.

RESPONSIBILITIES
2 (1) The primary function of the University Health and Safety Committee is to assist cooperation between the University and staff in developing and carrying out measures to ensure work health and safety at the workplace.

(2) The University Health and Safety Committee may give information and advice to the University about workplace health and safety.

(3) Without limiting sections 2.1 and 2.2, the University Health and Safety Committee will:
   (a) encourage and maintain an active interest in work health and safety;
   (b) consider measures for training and educating persons at the workplace about work health and safety issues;
   (c) provide input into University standards, policies and procedures for work health and safety;
   (d) review the circumstances surrounding workplace incidents referred to the University Health and Safety Committee;
   (e) advise the University of the results of the review and make recommendations arising out of the review; and
   (f) assist in the resolution of ongoing issues about work health and safety.

REPORTING
3 The University Health and Safety Committee reports to the Pro Vice Chancellor (Administration). The Pro Vice Chancellor (Administration) is responsible for ensuring follow up actions from the Committee are referred to the relevant area.

MEMBERSHIP
4 (1) Ex officio members
   Pro Vice Chancellor, Administration (Chair)
   Director, Campus Life (or nominee)
   Director, HRM (or nominee)
   Director, Student Services (or nominee)
   Senior Manager, Health and Safety

(2) Elected/nominated members
   One Local Health and Safety Contact (LHSC) elected by the Local Health and Safety Contacts.
   Two members (one academic, one general staff) nominated by the unions which are party to the University’s Collective Agreements.
   Two academic staff elected by the academic staff.
   Two general staff elected by the general staff.

(3) Invited members
   The Chair may invite other staff members to attend meetings with rights of audience and debate.
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TERMS OF OFFICE
5 Elected/nominated members will serve a two year term, renewable.

SECRETARY
6 The Pro Vice Chancellor (Administration) will appoint a secretary to the Committee.

MEETINGS
7 The Committee will meet 4 times per year.