

# **University Chemical and Radiation Advisory Committee Terms of Reference**

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## 1.0 Purpose

- a) The University Chemical and Radiation Committee (the “Committee”) is established to advise Griffith University on policies, procedures, and compliance related to the use, handling, storage, acquisition, and disposal of chemicals and radiation sources.
- b) The Committee oversight includes the following legislation:
  - i. *Queensland Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011*
  - ii. *Queensland Radiation Safety Act 1999, Radiation Safety Regulations 2021, and Radiation Safety Standards*
  - iii. *The Nuclear Non-Proliferation (Safeguards) Act 1987*
  - iv. *Australian Radiation Protection and Nuclear Safety Act 1998*
  - v. *Queensland Medicines and Poisons Act 2019, Medicines, Poisons (Poisons and Prohibited Substances) 2021, and Departmental standards*
  - vi. *Queensland Drugs Misuse Act 1986, Queensland Drugs Misuse Regulations 1987*
  - vii. *Industrial Chemicals Act 2019, Industrial Chemicals (General) Rules 2019*
  - viii. *Customs Act 1901, Customs (Prohibited Imports) Regulations 1956,*
  - ix. *Explosives Act 1999, Explosives Regulations 2017*
  - x. *Petroleum and Gas (Production and Safety) Act 2004, Petroleum and Gas (Safety) Regulation 2018*
  - xi. *Environmental Protection Act 1994, Environmental Protection Regulation 2019*
- c) The Committee oversight includes the following codes and government agencies that indirectly support legislation:
  - i. *Australian Hazardous Area standard*
  - ii. *Office of Drug Control*
  - iii. *National Code for Chemicals of Security Concern*
  - iv. *Illicit Drug Precursor Industry Code of Practice*

## 2.0 Framework

The Committee will report to the University Health, Safety, and Wellbeing Committee (UHSWC) to provide specialist advice on the management of chemicals and radiation across the University.

## 3.0 Functions

The Committee is accountable for providing assurance and governance on radiation and chemical matters reporting via the UHSWC. The purpose of the Committee is to:

- i. Inform the strategic direction for chemical and radiation management at Griffith University;
- ii. Establish, implement, and monitor the chemical and radiation management in relation to the health safety and wellbeing governance framework;
- iii. Provide an avenue for the escalation of chemical and radiation issue resolution for risks that have University-wide implications;
- iv. Update the University Health, Safety and Wellbeing Risk Register and provide advice on the risk mitigation;
- v. Monitor and review the effectiveness of the Griffith University Health, Safety, and Wellbeing Management System (in relation to chemical and radiation management), including policies, standards, procedures and guidelines in line with continuous improvement principles;
- vi. Review health, safety, and wellbeing performance at the University and investigate for the resolution of systemic issues. The Committee shall develop, implement, monitor, and review the Chemical and Radiation Safety Standards.
- vii. Support incident investigations and analyse trends in incidents.

## 4.0 Membership

The membership of the Committee is:

- Dean Academic (Sciences) (Chair) – ex officio
- Dean Academic/Research (Health) – ex officio
- DVC Research representative – ex officio
- Campus Life representative, Engineering
- Associate Director, H&S Standards and Assurance
- Senior Manager, Chemical Safety (Deputy Chair) – ex officio
- Senior Specialist (Chemicals & Radiation) – ex officio
- One Radiation Safety Officer from each area – Sciences, Health, DVC R
- Committee Secretary

## 5.0 Terms of Office

- a) 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.
- b) Appointed members may, if eligible, be re-appointed to serve for further terms.

## **6.0 Rights of Audience and Debate**

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.

## **7.0 Quorum**

The quorum shall be 60% of members with at least three (3) being ex-officio members.

Where members are unable to attend, they may nominate a proxy to attend in their stead.

## **8.0 Conduct of the Committee**

Committee meetings will have an agenda. The Secretary will distribute the agenda and relevant papers to all Committee members at least one (1) week prior to the meeting date. Agenda items are required to be submitted to the Secretary prior to the agenda being circulated.

Committee meeting minutes and associated documents are to be filed for record keeping purposes. The Secretary is to ensure that the meeting minutes and action items are distributed to all Committee members within two (2) weeks following the meeting date.

## **9.0 Conflicts of Interest**

Members are required to identify any conflict of interest, including family or other personal relationship/s as outlined in the University policies on Conflict of Interest and Personal Relationships in the Workplace, which may exist in respect of any of the items on the agenda.

When an interest has been declared, the Chair may resolve that the member:

- leaves the meeting while the item of business is discussed; or
- participates in the discussion but withdraw from the meeting before the vote and/or decision; or
- stays but does not participate in either the debate or vote/decision; or
- stays with full debating and voting/decision rights.

All declarations of interest will be recorded in the minutes, together with any ensuing action.

## **10.0 Meeting Schedule**

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

## **11.0 Reporting**

The Committee will report to the University Health, Safety and Wellbeing Committee.

## **12.0 Servicing of the Committee**

The Committee shall appoint a Secretary to the Committee.