

**UNIVERSITY HEALTH, SAFETY AND WELLBEING COMMITTEE CONSTITUTION***Established by Council: 6/03 1.12.2003**Constitution last amended by Council: 06.10.2020**2020/0000062**(2020/0000055 Revised)***PURPOSE**

- 1 The University Health, Safety and Wellbeing Committee (the “Committee”) is established pursuant to the Work Health and Safety Act 2011 (the “Act”) and Work Health and Safety Regulations 2011 (the “Regs”) to provide a forum for consultation on work health and safety matters that may impact on the operations of the University and its community.
- 2 The Committee functions according to section 77 of the Work Health and Safety Act 2011 and the [University Committee Meeting Procedures](#).

**FRAMEWORK**

- 3 The Committee will consider, recommend and make decisions pertaining to the health and safety practices of the University to ensure the health and safety of staff, students, contractors and visitors engaged by the University, or whose activities in carrying out work are influenced or directed by the University. The Committee will work to improve health and safety, including those matters that have University-wide implications or are not able to be resolved following decision at sub-committee (Group) level.
- 4 The Committee operates at the highest level of the health and safety consultative framework. All other Health, Safety and Wellbeing (HSW) Committees (see sections 15 -17) Working Groups and Specialist Advisory Committees (see section 18) are subordinate to this Committee.

**FUNCTIONS**

- 5 The Committee is accountable for providing assurance and governance on health and safety matters reporting to the University Vice Chancellor and the Council via the Finance, Resources and Risk Committee.

The purpose of the Committee is to:

- (1) Inform the strategic direction for health, safety and wellbeing at Griffith University;
- (2) Establish, implement and monitor the health safety and wellbeing governance framework to ensure the University meets its statutory obligations in relation to health, safety and wellbeing;
- (3) Provide an avenue for the escalation of health, safety and wellbeing issue resolution for risks that have University-wide implications. This includes the communication of broad-application risk mitigation strategies to the relevant Group HSW Committees;
- (4) Develop the University Health, Safety and Wellbeing Risk Register and undertake regular reviews to ensure that University-wide health, safety and wellbeing risks are appropriately mitigated;
- (5) Monitor and review the effectiveness of the Griffith University Health, Safety and Wellbeing Management System, including policies, standards, procedures and guidelines in line with continuous improvement principles;
- (6) Act as the approving authority for health, safety and wellbeing documents (other than policy) that have University-wide application. This includes standards, guidelines and supporting tools; and
- (7) Review health, safety and wellbeing performance at the University and investigate for the resolution of systemic issues.

## **MEMBERSHIP**

- 6 The membership of the Committee is:
- (1) Chief Operating Officer (Chair) – *ex officio*
  - (2) Chief People Officer – *ex officio*
  - (3) Director, Health, Safety and Wellbeing – *ex officio*
  - (4) Director, Campus Life – *ex officio*
  - (5) Pro Vice Chancellor (Indigenous) – *ex officio*
  - (6) Chairs of the following HSW Committees
    - a. Central Elements
    - b. Griffith Sciences
    - c. Griffith Health
    - d. Griffith Business School
    - e. Arts, Education and Law
    - f. Griffith International
  - (7) Academic Representative
  - (8) Student Representative
  - (9) Chairs of any established Specialist Advisory Committees (see sections 15-17)
  - (10) Committee Secretary.

## **TERMS OF OFFICE**

- 7 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.
- 8 Appointed members may, if eligible, be re-appointed to serve for further terms.

## **RIGHTS OF AUDIENCE AND DEBATE**

- 9 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.

## **QUORUM**

- 10 The quorum shall be seven (7) members with at least three (3) being *ex-officio* members.
- 11 Where members are unable to attend, they may nominate a proxy to attend in their stead.

## **CONDUCT OF THE COMMITTEE**

- 12 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.
- 13 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 one (1) week following the meeting date.

- 14 Committee meeting minutes are to be made available to staff through the staff portal unless otherwise agreed by the Committee.

### **SUB-COMMITTEES**

- 15 The Committees will be assisted in the performance of its functions, by the following standing sub-committees:
- (1) Central Elements HSW Committee
  - (2) Griffith Sciences HSW Committee
  - (3) Griffith Health HSW Committee
  - (4) Griffith Business School HSW Committee
  - (6) Arts, Education and Law HSW Committee
  - (7) Griffith International HSW Committee
  - (8) Campus Life HSW Committee.
- 16 Sub-committee minutes will be included in Committee papers. The relevant Chair of the sub-committee will provide an exception report to identify HSW issues or concerns that have broader implications to the University HSW Committee for discussion and resolution (where appropriate).
- 17 The sub-committees will be responsible for actioning specific items arising from the University HSW Committee meetings. This includes communication of HSW strategies, consultation with workers, and actioning of risk mitigation measures.

### **WORKING GROUPS AND SPECIALIST ADVISORY COMMITTEES**

- 18 The University may establish specific sub-groups or committees from time to time to assist with oversight of a specific program of work and/or resolution of a systemic issue. The following are examples of such specific working groups:
- (1) Biosafety / Biosecurity
  - (2) Radiation Safety
  - (3) Hazardous Substances
  - (4) Mental Health, Bullying and Harassment
  - (5) Healthy University Advisory Group.

### **MEETING SCHEDULE**

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

### **REPORTING**

- 20 The Committee will report to the University Executive, Vice Chancellor and the Finance, Resources and Risk Committee.

### **SERVICING OF THE COMMITTEE**

- 19 The Committee shall appoint a Secretary to the Committee.