# <Faculty/Institute/CSS> Health and Safety Committee Terms of Reference

# Authority

The Health and Safety (HSW) Committee has been established by the <Faculty/Institute/CSS> and its membership endorsed by the Chair of the Committee.

# Objectives

The HSW Committee objectives are to:

* Provide assurance to the Senior Management of the <Faculty/Institute/CSS/controlled entity> that risk management, compliance controls and culture, including assurance functions are adequate and effective.
* Facilitate cooperation between management and workers in the resolution of health, safety and wellness issues and in developing and carrying out measures designed to ensure health, safety and wellness at a workplace.
* Provide a consultative forum for addressing broad health, safety and wellness issues across the organisational units or relating to the broader campus. Including:
	+ Reviewing and dissemination of University health, safety and wellness policies, procedures and guidelines to Heads of Organisational Units, WHSCs, HSRs and workers.
	+ Considering matters referred from other internal and external committees, .e.g. the Institutional Biosafety Committee or the University Senior Executive Team (USET), and where appropriate, refer specific matters to such committees for consideration and advice.
* Make recommendations regarding allocation of resources and long-term planning for health, safety and wellness to the relevant senior management to address any systemic issues or to further enhance the <Faculty/Institute/CSS/controlled entity> governance, risk management and compliance controls and culture.
* Provide information and advice to Heads of School / Heads of Organisational Units on health, safety and wellness governance, risk management and compliance matters.
* Encourage and maintain an active interest in health and safety and make recommendations regarding training and educational needs for staff, students, contractors and volunteers.
* Review:
	+ the circumstances surrounding work injuries, work caused illnesses and dangerous events referred to the committee via UQSafe;
	+ HSW management plans;
	+ internal and external audit actions;
	+ risk registers; and
	+ advise Directors and Heads of Organisational Units of the results of the review and make recommendations arising out of the review.
* In achieving its objectives, the HSW Committee may:
	+ Conduct appropriate enquiries and reviews of Schools / Organisational Units / Divisions;
	+ Conduct meetings with relevant management and staff, as necessary; and
	+ Seek advice from other areas of UQ.
* The Chair of the HSW Committee will report to senior management on health and safety issues, highlighting major governance, risk management and compliance matters that it has reviewed and/or identified together with its recommendations and advice on addressing those matters.

# Scope

The Committee’s scope includes all health and safety governance, safety risk management, internal and external audit findings and compliance matters for <Faculty/Institute/CSS/controlled entity> including oversight of the health and safety risks associated with all aspects of general operations, learning, teaching and research.

# Membership

* Executive Dean/Director, or suitable senior nominee (committee chair).
* Committee Secretary as appointed by the Chair.
* Health, Safety and Wellness Manager or Safety Lead.
* Representative/s at Head of School or Head of Organisational Area level.
* Any Health and Safety Representatives.
* Work Health and Safety Coordinator representatives from Schools or Organisational Areas.
* Nominated members representing workers, nominated by workers (at least half the committee membership).

The following members, as ex officio representatives:

* Health, Safety and Wellness Division representative.

### Advisors/Observers

The Committee may invite other persons to be members, advisers or observers to attend its meetings as necessary.

# Administrative Arrangements

* The Committee shall meet at least every three months.
* A member can nominate a representative to attend the meeting on their behalf, through formally notifying the HSW Committee Secretary.
* The quorum for each meeting will be at least 50% of the Committee members.
* An Administrative Position appointed by the Chair will provide administrative and secretarial support to the HSW Committee.
* The minutes will be circulated by the Secretary to members within one week of the meeting taking place.
* On an annual basis, the Committee will review on its performance against these Terms of Reference together with any recommendations to change the Terms of Reference for better outcomes.

# Reporting

Each meeting of the HSW Committee will receive and review the following reports:

* General HSW update reports including:
	+ Summary of incidents causing injuries, illnesses, near misses and other identified hazards;
	+ HSW statistics and trend analysis;
	+ A summary of any notifiable events to a Regulator; and
	+ Workers Compensation reporting including trend analysis.
* Internal Audit Report – Major Findings, Risks and Recommendations and progression of such.
* External Audit Report – Major Issues, Risks and Recommendations and progression of such.
* HSW [Management Plan](https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/health-safety-workplace/governance/committees) and summary of progress, including progress on UQ HSW KPIs.
* HSW risk profile and risk registers for review and commenting.
* Any other relevant report that is planned to be submitted to the senior management meeting.