



FACULTY of Science
SCHOOL of BEES OHS Committee

1. Role of the Committee

This Committee is a Level 3 Workplace OHS Committee as described in the UNSW OHS Consultation Procedure.

The role of the Committee is to:

- assist the Head of School to meet his or her legal responsibility to consult with employees on matters that impact on their health, safety and welfare;
- facilitate effective consultation with employees and students in order to identify and resolve OHS issues at the local level where they arise; and
- perform functions specified in section 18d of the [NSW Occupational Health and Safety Act 2000](#) and clause 30 of the [NSW Occupational Health and Safety Regulation 2001](#).

2. Scope of the Committee

The physical areas covered by the Committee include:

- BEES space in Biological Sciences, Samuels, Wallace Wurth and Goodsell Buildings, Smiths Lake and Cowan Field Stations, Randwick sub-campus, SIMS, and any storage areas off campus.

The Committee will address OHS issues pertaining to:

- the work environment and business activities in locations listed above;
- employees who are working from home; and
- employees and students who work and study off-campus, eg on field excursions.

3. Composition of the Committee

- the composition of the Committee meets the requirements specified in the [NSW Occupational Health and Safety Regulation 2001](#);
- the workgroups represented on the Committee are :academic staff, professional and technical staff, and students(postgraduate and undergraduate);
- the total number of Committee members is eight and the membership ratio is:
 - Elected employee representatives – five
 - Employer representatives – three
- a current list of Committee members and their role on the Committee (ie workgroup represented and whether employee or employer representative) is provided as Attachment 1
- the list of members will be maintained by the Secretary and made available to staff via the School web site.

4. Election of Employee Representatives and Chairperson

When an election is necessary, either because a member's term has expired or because a member has resigned, the Chairperson shall call for nominations for the position. Should there be more nominations than positions to be filled, the Chairperson shall organise a secret ballot among eligible groups of staff or students.

- elections are conducted in a manner consistent with recognised democratic principles, with at least two weeks' notice being given to School members both for nominations and for elections;
- the Chairperson is elected from the elected employee OHS Representatives;
- new elections for employee representatives and for the Chairperson are called as soon as practicable after a position becomes vacant, and are held at least every two years;
- election records are maintained by the Secretary

5. Employer Representative(s)

- the Head of School is the senior employer representative on the Committee;
- if the Head of School is unable to attend a meeting, he or she will appoint a delegate with authority to act on his or her behalf in OHS matters;
- the BEES Safety Officer is also an appointed member of the Committee;
- there can be at least one other appointed member of the Committee

6. Committee Meetings

- ordinary meetings are held every month, except January, on a day suitable to all members;
- special meetings can be called at the request of any Committee member, provided notice is given at least seven days before the meeting;
- the meeting quorum is two employee OHS Representatives and one Employer Representative;
- a meeting agenda is prepared by the Secretary with input from all Committee members and approved by the Chairperson for dissemination seven days prior to the meeting date;
- minutes are recorded by the Secretary and approved by the Chairperson for dissemination within two weeks of the meeting being held;
- minutes are communicated to all constituents via email, notice board and web site

7. Decision Making Procedure

- where possible, decisions will be made by consensus;
- when this is not possible, a vote will be taken amongst the members of the Committee

8. Process for Review of this Constitution

- the Constitution will be reviewed by the Committee at least every two years;
- a Committee member may make a request to the Chairperson that the Constitution be reviewed;
- where possible, decisions will be made by consensus;
- when this is not possible, a vote will be taken amongst the members of the Committee, with 75% of the vote required to approve changes.

9. Functions of the Committee

- facilitating effective consultation with and communication of OHS matters among management, staff and students in the School of BEES.
Activities include:
 - talking with people in the workplace about their health and safety concerns,
 - raising OHS issues with management and the Committee,
 - following up on outstanding items and giving feedback,
 - preparing for and participating in Committee meetings and allocated tasks;
- keeping under review the measures taken to ensure the health, safety and welfare of persons at the place of work.
Activities include:
 - conducting scheduled workplace inspections,
 - making recommendations on elimination or control of risks,
 - assisting in the development or review of OHS processes, documentation and initiatives (both local and UNSW),
 - making recommendations on OHS training requirements;

- investigating and attempting to resolve OHS problems using the resolution process described in the UNSW OHS Consultation Procedure;
- collaborating with supervisors on the investigation of work related incidents and ill health issues, recommending corrective and preventive action, and tracking completion of actions;
- where appropriate, being an observer during any formal OHS-related investigation or inspection conducted by UNSW or WorkCover;
- assisting management with other agreed OHS initiatives, provided that adequate resources are made available to do so.

10. Evaluation of Compliance and Committee Effectiveness

- the Committee will evaluate itself at least annually using the UNSW Level 3 OHS Committee Evaluation Checklist;
- a summary of the self-evaluation and recommendations for improvement will be recorded in the minutes of the next meeting for communication to constituents.

Attachment 1: Membership of School of BEES Level 3 OHS Committee

Effective Date: May 2006

Chairperson: Rad Flossman

Secretary: David Hair

Workgroup	Management Representative	Employee Representative
Academic Staff	Dr P.Adam (Head of School)	Dr A.M.Beal
Professional and Technical Staff	Mr D.Hair (School Safety Officer)	Mr R.Flossman
	Mr C.Myers	Ms J.Wilde
Postgraduate Students		Ms E. Miller
Undergraduate Students		Position vacant