

HS634
Level 3 HS Committee Constitution
Ratified 07/04/2016



FACULTY OF SCIENCE
Health and Safety Consultation Committee
School of Biological, Earth, and Environmental Science (BEES)
Current document: 160407 Replaces 140911

1. The purpose of the Committee

This Committee is a Level 3 Health & Safety (HS) Consultation Committee (HSC) as described in the HS339 Health and Safety Consultation Guideline.

The purpose of the Committee is to:

- “To facilitate co-operation between the person conducting the business or undertaking (PCBU) and workers to instigating, developing and carrying out measures to ensure the workers’ health and safety at work
- To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace
- Any other functions prescribed by the regulations or agreed between the person conducting the business or undertaking (PCBU) and the of committee”

Section 77 of Work Health and Safety (WHS) Act 2011

2. Scope of the Committee

The physical areas covered by the Committee include:

- BEES space on Kensington Campus (D26 - Biological Sciences Building, F25 - Samuels Building, F23 - Mathews Building, G17 - Electrical Engineering Building), Randwick sub-Campus, Fowlers Gap Field Station, Smiths Lake Field Station, and any storage areas off-Campus under BEES control.

The Committee will address HS issues pertaining to:

- The work environment and business activities on campus;
- Workers who are working from home; and
- Workers and students who work and study off-campus, e.g. on field excursions.

3. Composition of the Committee

- The composition of the Committee meets the requirements specified in the **section 76 of WHS Act**.
- The total number of Committee members is **11** and the membership ratio is:
 - Elected worker representatives – **9**
(NOTE: At least half of the members of the Committee must be workers who have NOT been nominated by Management/PCBU)
 - Management/PCBU nominated representatives – **3**
- The Committee must have management representatives who have the authority to make decisions about health and safety matters
- A current list of the workgroups represented by the Committee, and the representatives of each workgroup is provided in Appendix1.
- The current list of members will be maintained by the Secretary and communicated to workers via a combination of methods including: School/Dept. website, School meetings, and included in each meeting minutes (distributed by email).

4. Election of Worker Representatives and Chairperson

- Elections are conducted in a manner consistent with recognised democratic principles. The Chairperson (through the Secretary) will request nominees for positions(s) via email from the relevant work groups within 4 weeks. The workers will vote on the nominees within 2 weeks.
- The Chairperson is elected from representatives on the HS Consultation Committee (Note: The Chairperson does not need to be an ‘elected Worker Representative’, but it is preferable.)
- New elections for worker representatives and for the Chairperson are called as soon as practicable after a position becomes vacant, and are held *at least* every 3 years;
- Evidence of elections being conducted is documented in email request for nominations, and documented in committee meeting minutes.

5. PCBU/Management Representative(s)

- the Head of School is the PCBU representative on the Committee;
- if the Head of School is unable to attend a meeting they will appoint a delegate with authority to act on their behalf in HS matters;
- the Health and Safety and Technical Services Managers

6. Committee Meetings

- The committee must meet ***at least once every 3 months*** (Note: This is a legislative requirement, under s78 of WHS Act 2011)
- Special meetings can be called at any reasonable time, if at least half of the Committee members make a request;
- the meeting quorum is **3** worker representatives and at least one management/PCBU representative; (NOTE: You can't have more management representatives than worker representatives)
- a meeting agenda is prepared by the Secretary with input from all Committee members (call for Agenda items a minimum of **7** days prior) and approved by the Chairperson for dissemination **3** days prior to the meeting date;
- minutes maybe recorded by a nominated Secretary or by an appointed volunteer at the beginning of each meeting. The minutes are to be approved by the Chairperson and sent out within **2** weeks of the meeting being held
- minutes are communicated to general workers via a combination of methods, including email, staff intranet, displays on workers noticeboards, or through Managers at workers meetings

7. Health & Safety Concerns raised during Committee Meetings

Any health and safety concern that is raised during a committee meeting needs to be discussed with the supervisor of the worker who originally raised the issue, to allow the Supervisor the opportunity to resolve the issue and to find out what action/s have been taken so far.

The worker/supervisor can ask their HSR or HSC for advice, but it is not the HSR/HSC's responsibility to resolve the concern. This is still the responsibility of the worker's supervisor. For more information on resolving health and safety issues, refer to [HS338 Health and Safety Issue Resolution Procedure](#).

8. 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

9. Process for Review of this Constitution

- The Constitution will be reviewed by the Committee at least every three 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.

10. Functions of the Committee

- Facilitate effective consultation and communication on HS matters with management, workers and students in the School of BEES. Activities include:
 - Talking with people in the workplace about their health and safety concerns,
 - Raising HS issues with management and the Committee,
 - Following up on outstanding items and giving feedback,
 - Preparing for and participating in Committee meetings and allocated tasks;
- Keep 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 HS processes, documentation and initiatives (both local and UNSW),
 - Making recommendations on HS training requirements;
- Investigate and attempt to resolve HS problems using the resolution process described in the UNSW HS Consultation Procedure;
- Collaborate with supervisors on the investigation of work related incidents and ill health issues, recommend corrective and preventive action, and track completion of actions; and
- Where appropriate, be an observer during any formal HS-related investigation or inspection conducted by UNSW or WorkCover NSW;
- Assist management with other agreed HS initiatives, provided that adequate resources are made available to do so.
- Consultation on training requirements for the workgroup
- Assistance with the development, implementation and review of procedures for the identification of hazards and assessment and control of risks.
- The role of the Committee Chairperson and individual Committee members is provided in Appendix 2.

11. Evaluation of Compliance and Committee Effectiveness

- The Committee will evaluate itself annually by completing the HS632 L3 HS Committee Compliance 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.

Appendix 1: Committee workgroups and representatives of those workgroups

Effective Date: 18 February 2016

Chairperson: Joanne Wilde

Secretary: Penny McCracken

This Committee is made up of the following workgroups and representatives:

Name of Workgroup	Names of Worker Representatives
Academic Staff and CES	Kate Brandis
Chemicals and MEEF	Shinoo Swapnil
Fieldwork	Rochelle Johnston
PG Students	Simone Birrer
CCRC	Bronwen Smith
CWI/IES	Katie Coleborn
Fowlers Gap	Mark Tilley
Professional Staff	Joanne Wilde
	Names of Management Representatives
Head of School	David Cohen
HS Manager	Penny McCracken
Technical Services Manager	Chris Myers
	Names of External Attendees
HS Coordinator - Science	Lance Islip
HS Manager - BABS	Theresa Kahwati

Appendix 2: Role of Committee Members and Chairperson

Role of Health & Safety Committee Member:

- represent the workers in their work group in relation to H&S matters and raise any issues, that cannot be resolved locally, at the committee
- be the point of contact to enable the two directional flow of HS information to and from the committee and constituents
- monitor the measures taken to address risks in relation to their work group members
- assist investigate issues or complaints from their work group members about work health and safety
- assist with the inspection of the workplace for their work group

Role of a Health & Safety chairperson (minute taker may assist with some of these as appropriate)

- Set the meeting schedule.
- Accept agenda items from committee representatives.
- Draft the agenda based on items received and following review of minutes from previous meeting.
- Ensure agenda items are allocated a sufficient time frame and all items are covered in the meeting.
- Lead the meeting.
- Ensures all committee members have the opportunity to participate in meetings.
- Seek decisions/advice from the management representative.
- End discussion on agenda items if satisfied that they have been adequately addressed or if discussions have gone off track.
- Communicate items that cannot be resolved to the Level 2 HS management committee if necessary.
- Ensure that action items are allocated to the most appropriate person.
- Review minutes taken by minute taker.
- Co-ordinate the schedule for workplace inspections for the year and ensure they are carried out.
- Participate in the workplace inspections.
- Participate in incident investigations if requested.