

Replaces (please remove) Sections 3.5.1 issued 05/07
--

3.5.1 EXECUTIVE WORKPLACE HEALTH AND SAFETY COMMITTEE

ROLE

The Executive Workplace Health and Safety Committee reports to the Staff Planning and Policy Committee on all matters related to workplace health and safety.

FUNCTIONS

The functions of the Executive Workplace Health and Safety Committee are to discuss issues directly related to workplace health and safety, to make recommendations to the Vice-Chancellor for improvements and to assist cooperation between the employer and workers in developing and carrying out measures to ensure workplace health and safety.

MEMBERSHIP

The membership of the Executive Workplace Health and Safety Committee shall consist of:

- (i) Chief Operating Officer (Chair);
- (ii) Members elected by and from the staff in representative areas of the University; and
- (iii) Members of the staff of the University appointed by the Vice-Chancellor (the total number of appointed staff must not exceed the number of elected members).

Under Section 84 of the Workplace Health and Safety Act 1995, the five members elected by the staff of the University are elected for a period of two years and are eligible for re-election at the end of this period. There is no time limit for members appointed by the Vice-Chancellor.

MEETINGS

Meetings will be scheduled five times a year, however special meetings may be called by the Manager USQSafe at any time.

EXECUTIVE WORKPLACE HEALTH AND SAFETY COMMITTEE MEMBERSHIP

Chief Operating Officer who shall be chair of the committee	Ex officio
--	------------

One member elected by and from the staff of the university from each of the following areas:	Two years
---	-----------

Faculty of Arts

Faculty of Business

Faculty of Education

Faculty of Engineering and Surveying

Faculty of Sciences

Facilities Management

DEC and the Library

ICT

Fraser Coast Campus

Springfield Campus

Toowoomba Campus

Warning – Uncontrolled when printed. The current version of this document is kept on the USQ website.

Members of the staff of the university appointed by the Vice-Chancellor Ex officio

Executive Director, Human Resources
Group Manager, Facilities
Dean nominated by the Vice-Chancellor
Pro Vice-Chancellor (Student Management)

BY INVITATION:

Representative from USQ Student Guild

Occupational Nurse, Student Services

Executive Officer, Manager, USQSafe

SECRETARY

HR Admin Officer