



## Terms of Reference

# University Safety Committee

Trim Location	13/G/5-3
Responsible Officer	Manager-USQSafe
Approval Date	VCC Meeting 13 March 2013
Approval Authority	Vice-Chancellor

## 1 Purpose

This is the central steering committee established by the Vice-Chancellor and reporting to the Vice-Chancellor's Committee. It deals with policy and procedural matters affecting work areas and personnel throughout the University. Issues which cannot be resolved locally may be referred to this committee for advice. Additionally this committee has an oversight role to ensure local issues that have wider implications are raised to the appropriate level.

## 2 Responsibilities

The responsibilities of the University Safety Committee under delegation from the Vice-Chancellor shall be:

- to encourage an active interest in workplace health and safety among University employees;
- to review and endorse safety policy, standards and procedures;
- to support the provision of information, education and training for employees, students, contractors and visitors to the University;
- to review the circumstances surrounding incidents referred to the Committee and making recommendations;
- to respond to recommendations from faculty or department health and safety committees;
- to develop and maintain the mechanisms for resolution of workplace health and safety issues; and
- to make recommendations to the Vice-Chancellor on matters concerning workplace health and safety at USQ.

### **3 Authority**

The Vice-Chancellor authorises the Committee, within the scope of its responsibilities, to:

- perform activities within its terms of reference;
- review all incident and hazard reports;
- review all division/faculty/school/department/section/minutes from safety committee meetings; and
- re-open incident and hazard reports.

### **4 Membership**

The membership of the University Safety Committee shall consist of:

- Manager , USQSafe (Chair)
- Senior Safety Coordinator, USQSafe
- Safety Coordinator, USQSafe
- Safety Coordinator, USQSafe
- Campus Nurse
- Manager (Facilities), Campus Services
- One (1) elected Health and Safety Representative from the Office of the Vice-Chancellor
- One (1) elected Health and Safety Representative from University Services Division
- One (1) elected Health and Safety Representative from Academic Services
- One (1) elected Health and Safety Representative from Research and Innovation
- One (1) elected Health and Safety Representative from Students and Communities
- One (1) elected Health and Safety Representative from Faculty TBA
- One (1) elected Health and Safety Representative from Faculty TBA
- One (1) elected Health and Safety Representative from USQ Springfield
- One (1) elected Health and Safety Representative from USQ Fraser Coast
- One (1) elected Health and Safety Representative from Queensland College of Wine Tourism

The total number of appointed staff must not exceed the total number of elected members.

### **5 Term of Office**

Elected Health and Safety Representatives shall remain members of the Committee whilst they hold the office of Health and Safety Representative for

their designated workgroup in accordance with section 64 of the Work Health and Safety Act 2011. The period of office is normally three years and they are eligible for re-election.

There is no time limit for members appointed by the Vice-Chancellor.

## **6 Meetings**

- The University Safety Committee will meet at least five times per year.
- The Manager, USQSafe may call extraordinary meetings as required to meet priority safety needs.

## **7 Ethical Practices, Confidentiality And Independence**

Members of the Committee are to:

- exercise objectivity, and probity in the discharge of their duties and responsibilities;
- refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities;
- exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
- ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest; and
- disclose to the Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest.

## **8 Secretary**

The USQSafe, HR Officer (Safety Administration) acts as Secretary to the Committee.

## **9 Review of Terms of Reference**

These Terms of Reference will be reviewed annually by the Vice-Chancellor's Committee to ensure they remain consistent with the Committee objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to the Vice-Chancellor for approval.

## **Modification History**

<b>Date</b>	<b>Source</b>	<b>Details</b>
13 March 2013	VCC	Terms of Reference approved at the 13 March 2013 VCC meeting

