

Terms of Reference

Advisory

- (i) To facilitate an effective and efficient cooperation among the University community in establishing and maintaining a safe and healthy working environment;
- (ii) to provide a forum for frank and open discussion on OHS issues;
- (iii) to address and resolve OHS issues that have been referred to the Committee by the University community in accordance with the University *Policy for Resolving OHS Issues*;
- (iv) to make recommendations for relevant educational programmes affecting the OHS of the University community;
- (v) to consider and report on any matter referred to the Committee by the Academic Board or the Vice-Chancellor; and
- (vi) make recommendations to the Vice-Chancellor on the Occupational Health and Safety (OHS) strategies and implementation of Occupational Health and Safety Management Systems (OHSMS) in the workplace.

Reports to:

Vice-Chancellor

Chaired by:

Chair elected by and from the employee OHS representatives every 12 months or as occasion requires.

Membership:

- (i) One University OHS employee representative from each of the OHS Working Groups, elected by and from the members of the relevant Working Group.
- (ii) A minimum of four and a maximum of eight University management representatives, appointed by the Vice-Chancellor.

In Attendance

The University Environmental and Hazardous Substance Officer will be invited to attend all meetings.

Term of Office:

Elected members will normally hold office for a two-year period but may be re-elected in accordance with the Working Group's terms of reference. In the event that an elected member vacates office prior to the conclusion of their term, then an election

will be conducted by the appropriate body for a replacement to serve the remainder of the term.

Frequency of Meetings

The Committee will meet at least four times per year.

Self-Review

Once in every twelve-month period, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months, and provide a report to the Vice-Chancellor on the operations of the Committee over the review period.

Support:

The Occupational Health and Safety Unit will provide support.

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