

Overview

OHS Working Group 7 facilitates the implementation and ongoing continuous improvement of workplace health and safety throughout the following areas;

Department	Building
Printery	N4
Motor Pool	N2
Facilities Management Services	N5
Campus Services, Infrastructure Services, Construction Services and Administration	
Other buildings	N10 ,N13,N2,N5
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Terms of Reference

Name of the Group: Occupational Health & Safety (OHS) Working Group 7 - hereafter referred to as "the Working Group".

Reports to: OHS Strategic Committee - hereafter referred to as "the Committee".

Composition of the Working Group Committee

4.03.01 The Working Group will consist of:

- (a)** A minimum of four and a maximum of ten members. The employee OHS Representatives must be elected by and from staff that are represented by the Working Group. The provision of ten members allows for the attendance of OHS Unit and other specialist staff, secretarial assistance (if any). At least one FMS management representative will be a member of the committee.

- 4.03.01** OHS Representatives will hold office for a period of two years, however, may be re-elected.

To ensure continuity, elected members would normally be elected for a two-year term, with half the elected members retiring each year.

- 4.03.02** After the composition of the Work Group has been established, the OHS unit will publish the members' names on the OHS web site.

Elections

- 4.03.03** All employees within the Schools represented by the Working Group are eligible to stand for election.

- 4.03.04** Elections will be held every two years, and each member will be elected for a two year term. At each election, all Representatives who have served for two years (including any Representatives appointed to fill a casual vacancy for a person who would have served for two years) will be required to vacate their position on the Working Group and such positions will be opened to election.

- 4.03.05** Candidates can either nominate themselves or be nominated by another staff member represented by that Working Group. In both cases, they must sign a nomination form.

- 4.03.06** If more than the required number of nominations is received, then a postal ballot will be conducted among the staff members of the Working Group. The method of election will be by a "first past the post" system of voting.

- 4.03.07** Where the required number of nominations are not received, the Working Group may co-opt additional staff by invitation and will consider – (1) gender balance, - (2) the balance of Academic and General Staff, and - (3) the geographical working location of the staff member.

- 4.03.08** In the event of a casual or permanent vacancy occurring, the Working Group may co-opt a representative to fill that vacancy until the next election.

Training of OHS Representatives

- 4.03.09** All OHS Representatives must complete an appropriate accredited Committee Training Course in accordance with Clauses 31 and 32 of the Occupational Health Safety Regulation 2001.

- 4.03.10** The training of new OHS Representatives will take place as soon as possible after their election or appointment to the Working Group.

- 4.03.11** Any OHS Representative attending a training course in accordance with the provisions as laid down in Clause 31 of the

Occupational Health and Safety Regulation 2001 shall be entitled to the appropriate rate of pay, travel allowance and subsistence.

Role of the Working Group

- 4.03.12** The Working Group will:
- (a) Hold regular meetings to look at issues which have arisen.
 - (b) Appoint a representative to the OHS Strategic Committee.
 - (c) Attempt to resolve OHS issues in accordance with the Policy for Resolving OHS Issues.
 - (d) Provide general information and assistance to all staff within the Working Group on OHS matters.
 - (e) Discuss workplace health and safety matters in general and make recommendations of workplace health and safety systems to the Committee.
 - (f) Attend and monitor the activities of the Sub-Working Group OHS Committees.

Meetings

- 4.03.13** The Working Group will meet at least quarterly, and at least three weeks before each next scheduled OHS Strategic Committee Meeting.
- 4.03.14** The date, time and place will be decided by mutual agreement between members of the Working Group.
- 4.03.15** The meeting's Agenda will include:
- (a) A list of those present.
 - (b) Apologies for absences.
 - (c) Business arising from the previous meeting.
 - (d) Verbal report of OHS issues since the previous meeting.
 - (e) Review of OHS policies, reports or correspondence.
 - (f) Items of General Business, the decision of the meeting, and the appropriate action to be taken.
 - (g) Venue for next meeting.

Appointing an OHS Representative to the OHS Strategic Committee

- 4.03.16** The OHS Working Group will appoint a representative to the OHS Strategic Committee by consensus within the Working Group. If agreement cannot be reached by members of the Working Group, the matter will be referred to the OHS Strategic Committee, which will make a decision, taking into account gender balance, and the balance of General and Academic staff on the Committee.

Workplace Inspections

- 4.03.17** Workplace Inspections will be conducted by each Sub-Working Group's OHS Committee. Copies of the Inspections will be provided to the Working Group, which will be forwarded to the Committee.

Resolving OHS Issues

- 4.03.18** In the event of strong conflicting views in the workplace on how an OHS matter should be managed, an OHS Representative, may become involved to assist in the resolution of the issue, in accordance with the University Policy for Resolving OHS Issues. The Representative will keep a record of the matter and inform the other OHS representatives at the next scheduled Working Group meeting, for their information/discussion.

Provide general information and assistance to all staff within the Working Group on OHS matters

- 4.03.19** OHS Representatives will be permitted reasonable time to discuss and provide assistance to staff that they represent on OHS matters, and may refer the matter to the next scheduled Working Group meeting for discussion.

Discuss workplace health and safety matters in general and make recommendations of workplace health and safety systems to the Committee

- 4.03.20** Any documentation which the Working Group wishes to have considered by the Committee, must be in the hands of the Secretary at least seven working days prior to any Committee meeting, for it to be able to be included in the Agenda of that meeting.

Ratification of the Terms of Reference

- 4.03.21** These Terms of Reference will be submitted in writing to the OHS Strategic Committee by the Working Group's representative to the Committee. The Terms of Reference will need to be ratified by a two-thirds majority vote of the Committee.
- 4.03.22** The Terms of Reference must be in the hands of the Secretary at least seven working days prior to any Committee meeting, for it to be able to be included in the Agenda of that meeting.

Amendments to the Terms of Reference

- 4.03.23** Any changes to the Terms of Reference will be developed by consensus of the Working Group and then submitted, in writing, to the Secretary to the Committee at least seven working days prior to any Committee meeting, for it to be able to be included in the Agenda of that meeting.

Further Information

Occupational Health and Safety Unit (ext. 3232)

References

Occupational Health and Safety Act 2000

Occupational Health and Safety Regulation 2001

WorkCover Code of Practice: OHS Consultation

TRIM DOCUMENTS: D04/790, D05/50174, D07/46898