

Terms of Reference

Overview

The university is required by law, to implement the requirements of the Part 6 of the Occupational Health and Safety Regulation (2001) and relevant environmental legislation.

To achieve this, the Hazardous Substances Reference Group was established to coordinate the implementation of these requirements across the university.

Role of the Group

4.15.01 The role of the Hazardous Substances Reference Group will be to:

- provide a forum for the discussion and communication of issues which relate to the handling, storage, transportation and use of hazardous substances, dangerous goods and other chemicals in general, at the university;
- develop and provide resources for staff and students which assist with the implementation of the Hazardous Substances legislation.
- provide a forum for the development of university policies which relate to hazardous substances, dangerous goods and chemicals in general;
- provide a forum for the development of practical guidelines and procedures to be implemented in all university workplaces which handle, store, transport or use hazardous substances, dangerous goods and chemicals in general;
- set achievable targets for the development and implementation of relevant policies, guidelines, procedures and resources; and
- ensure implementation of appropriate monitoring and evaluation mechanisms.

Name of the group:

4.15.02 Hazardous Substances Reference Group

Composition of the Group

4.15.03 The group will consist of a minimum of 1 representative from each School, Directorate or Unit, which handles, uses, transports or stores hazardous substances and/or dangerous goods, as part of their work.

4.15.04 Ideally the representative will be familiar with the use of hazardous substances and dangerous goods in their respective work area, although this is not essential.

4.15.05 The representative will be nominated by the respective Head of School, Directorate or Unit. The representative may, with the approval of their Head, nominate an alternative if they cannot attend meetings.

Meetings

4.15.06 The group will meet at least once every 2 months and the meeting date where practicable will correspond with the meeting of the OHS Strategic Committee.

4.15.07 The date, time and place of meetings will be decided by mutual agreement between members of the Group.

4.15.08 An agenda which clearly outlines what is to be achieved will be sent out prior to each meeting.

4.15.9 A minuted record of each meeting will be kept. It will contain as a minimum, the following information:

- Agenda
- Presence/Absence
- Action log from previous meeting
- Issues discussed
- Next meeting details

Communication

4.15.10 The Group will use email discussion as the primary communication mechanism.

4.15.11 Meeting agendas and minutes will be distributed by email in sufficient time to allow representatives to prepare for each meeting.

4.15.12 Following each meeting of the Group a report on the Group's activities and progress will be provided to the OHS Strategic Committee.

4.15.13 Each representative of the Group will distribute information and outcomes of the meetings to their respective areas and/or OHS Working Group as is necessary to achieve desired outcomes/targets.

Amendments to the Terms of Reference

4.15.14 Any changes to the Terms of Reference will be developed by consensus of the Group.

Further Information

OHS Officer (ext 3232)

Facilities Management Services

RMO Document No. D07/65400 amended