TERMS OF REFERENCE

The ITS WHS Committee will provide a consultative forum for the discussion, resolution and implementation of strategies to address WHS issues.

The Work Health and Safety Act 2011 does not impose any specific obligations on a Committee member. However, members generally join a Committee with the intention of improving health and safety in their workplace. Members should actively participate in and assist the Committee where they can.

Note: A Committee member cannot be held liable in civil proceedings because of the way they carry out their WHS duties, or fail to carry out their WHS duties.

Purpose
The ITS WHS committee shall:

- draw up and carry out WHS improvement strategies for the area, including:
  - reviewing draft WHS policies and procedures,
  - implementing approved University WHS policies and procedures,
  - forwarding items about University WHS policies and procedures to the WHS Policy Committee via the Work Environment Group for consideration.
- promote a strong WHS culture in the area through:
  - regular communication and consultation,
  - promoting improvements in WHS,
  - highlighting specific hazards or incidents.
- review and analyse injury/incident reports and data, including developing injury/incident prevention strategies for the area.
- introduce, develop and set up local WHS programs and procedures.
- oversee the area WHS performance on:
  - conducting regular workplace inspections, such that all significant areas are audited over a maximum four-year cycle,
  - regular review of the local Emergency Control Organisation in buildings and encouraging evacuation drills,
  - induction of new staff and students,
  - ensuring staff and students in the area receive suitable WHS training.
- audit and assess the WHS legislative compliance of the Area, in particular:
  - ensuring that a risk management approach is taken to hazardous tasks, research and equipment,
  - ensuring that emergency procedures are developed and completed for the area,
  - checking the recommendations of audits and providing feedback on progress to the ITS Executive Team.
- review all the available information and provide additional feedback to the Work Environment Group on issues of dispute between WHS recommendations and the Responsible Person; and
- support and assist the work of:
  - safety officers (e.g. Fire Wardens, First Aid attendants),
  - Health and Safety Representatives,
  - Work Environment Group.
Membership

- The Committee will be comprised of the following members, *ex officio*:
  - Chair, Executive Officer to Chief Information Officer,
  - Manager, ITS Human Resources,
  - Co-ordinator, ITS OSLO,
  - Co-ordinator, ITS Emergency Control Organisation/First Aid,
  - Representative Manager from Service Delivery and Engagement portfolio,
  - Representative Manager from Infrastructure portfolio,
  - Representative Manager from Central WHS,
  - Representative Manager from Enterprise Systems and Project Delivery portfolio.

And one member, elected by staff:
  - ITS Health and Safety Representative.

- A Work Environment Group representative shall attend each WHS Committee meeting.
- The Chair of the Committee is appointed by the Chief Information Officer, and may be rotated from time to time.
- The Chair will be responsible for:
  - conducting the meeting in an efficient manner,
  - completing the annual WHS Committee report to the WHS Policy Committee,
  - attending the WHS Policy Committee upon request to discuss relevant issues.

- Any staff member interested in being on the WHS Committee should indicate this to their Director/Associate Director, or the Chair of the WHS Committee.
- Appointment to the Committee should be for a minimum term of two years.
- New WHS Committee members shall attend an WHS Committees training course to assist them understand the University WHS environment and their role in improving WHS within it.
- Those Committee members who have not attended the WHS Committees course previously should be encouraged to do so.

Meetings

- The ITS WHS Committee will meet every 6 weeks.
- At least three members are required to form a quorum. However, all Committee members will be expected to attend the meetings, and should send a proxy if they are unable to attend.
- The EA CIO will provide secretariat support by:
  - circulating a Notice of Next Meeting to relevant staff calling for agenda items and/or issues for discussion. Items received must be included on the meeting’s Agenda, and the proposer invited to the meeting to discuss the item,
  - distributing the Agenda of the Committee,
  - arranging for relevant staff to discuss issues in the agenda (or written communication for discussion),
  - recording and distributing the Minutes. These should be:
    - produced as soon as possible after the meeting,
    - circulated electronically to committee members,
    - tabled at the ITS Executive Team meeting for action,
    - made accessible to all staff within the Division via the ITS website,
    - forwarded to the ANU Work Environment Group,
    - kept for a period of 5 years on the Division’s shared drive.
WHS Committees’ Participation in Inspections

- The WHS inspection is an important mechanism by which the WHS standards of a workplace are established, maintained and improved. The inspection has the important function of identifying and recording deficiencies in the WHS system, specifically, physical hazards, errors in work procedures and poor WHS work practices.

- ITS management shall ensure periodic WHS inspections are conducted for compliance with general WHS standards and University policies and procedures, with the assistance of the ITS WHS Committee. The results of these inspections shall be tabled at the ITS Executive meeting or equivalent. Any non-conformances identified are the responsibility of the ITS management to correct.