Information Technology Services Occupational Health and Safety Committee (ITS OHS Committee)

DATE Thursday 9 May 2013

TERMS OF REFERENCE

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

The Occupational Health and Safety Act 1991 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 OHS duties, or fail to carry out their OHS duties.

Purpose

The ITS OHS committee shall:

- draw up and carry out OHS improvement strategies for the area, including
  - reviewing draft OHS policies and procedures
  - implementing approved University OHS policies and procedures
  - forwarding items about University OHS policies and procedures to the OHS Policy Committee via Health, Safety and Work Environment Branch for consideration
- promote a strong OHS culture in the area through
  - regular communication and consultation
  - promoting improvements in OHS
  - 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 OHS programs and procedures
- oversee the area OHS 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 OHS training
- audit and assess the OHS 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 Health, Safety and Work Environment Branch on issues of dispute between OHS 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
Membership
- The Committee will be comprised of the following members, \textit{ex officio}:
  - Chair, Executive Officer to Chief Information Officer
  - Manager, ITS Human Resources
  - 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 OHS
  - Representative Manager from Enterprise Systems portfolio
  - Co-ordinator, ITS Business Continuity Plan
- And one member, elected by staff:
  - ITS Health and Safety Representative
- A Work Environment Group representative shall attend each OHS Committee meeting
- The Chair of the Committee is appointed by the Chief Information Officer, and may be rotated annually
- The Chair will be responsible for:
  - conducting the meeting in an efficient manner
  - completing the annual OHS Committee report to the OHS Policy Committee
  - attending the OHS Policy Committee upon request to discuss relevant issues
- Any staff member interested in being on the OHS Committee should indicate this to their Director/Associate Director, or the Chair of the OHS Committee
- Appointment to the Committee should be for a minimum term of two years
- New OHS Committee members shall attend an OHS Committees training course to assist them understand the University OHS environment and their role in improving OHS within it
- Those Committee members who have not attended the OHS Committees course previously should be encouraged to do so.

Meetings
- The ITS OHS Committee will 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 to the Office of CIO will coordinate all OSLO activity and report to the Committee. They 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 Intranet
    - forwarded to the ANU Work Environment Group
    - kept for a period of 5 years on the Division’s shared drive
OHS Committees’ Participation in Inspections

- The OHS inspection is an important mechanism by which the OHS standards of a workplace are established, maintained and improved. The inspection has the important function of identifying and recording deficiencies in the OHS system, specifically, physical hazards, errors in work procedures and poor OHS work practices.
- ITS management shall ensure periodic OHS inspections are conducted for compliance with general OHS standards and University policies and procedures, with the assistance of the ITS OHS 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.