



Authorised by:	Chairperson SoMS L3 H&S consultation committee – (23 October 2015)
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Superseded documents:	V3, 18 March 2012
Contact officer/s:	Mark Hill, Chairperson HS consultation committee m.hill@unsw.edu.au , 52477
Related documents:	Work Health and Safety (WHS) Act 2011 HS337 Health and Safety Consultation Procedure HS632 L3 HS Committee Compliance Checklist HS338 Issue Resolution Procedure HS336 HS Responsibility, Authority & Accountability Procedure HS319 HSMS Review Procedure HS308 HSMS Audit Procedure HSMS Self Audit Tool (SAT)

1. Purpose – L3 HS Committee

This Committee is a Level 3 Health & Safety (HS) Consultation Committee as described in the UNSW HS Consultation Procedure.

The role of the Committee is to:

- “To facilitate co-operation between the person conducting the business or undertaking (PCBU) and workers to instigating, developing and carrying out measures to ensure the workers’ health and safety at work
- To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace
- Any other functions prescribed by the regulations or agreed between the PCBU and the committee”

Section 77 of Work Health and Safety (WHS) Act 2011

2. Scope – L3 HS Committee

The physical areas covered by the Committee include:

- The entire School of Medical Sciences including; the Wallace Wurth Building, Level 3 Lowy Building, 38 Botany Street, 4 Arthur Street, Museum in Samuels Building, and any other area that may in the future come under the control of SoMS management.

The Committee will address HS issues pertaining to:

- The work environment and business activities on campus;
- Workers who are working from home; and
- Workers and students who work and study off-campus, for example on field excursions.

3. Definitions and acronyms used

HS:	Health & Safety
SoMS:	School of Medical Sciences
PCBU:	person conducting the business or undertaking
WHS:	Work Health and Safety Act 2011

4. Composition of the Committee

The composition of the Committee meets the requirements specified in the section 76 of WHS Act

- The workgroups represented on the Committee are:
 - Anatomy
 - Physiology
 - Pathology, Inflammation and Infection Research
 - Pharmacology
 - Exercise Physiology
 - Post-graduate students
 - Biological Resources Centre
 - Biological Mass Spectroscopy Facility
 - Laboratory support staff
 - Administration staff

The total number of Committee members is 20 and the membership ratio is:

- Elected worker representatives – 11 representatives and 6 officers
- Management/PCBU nominated representatives – 3
- At least half of the members of the Committee must be workers who have NOT been nominated by Management/PCBU)
- The Committee must have management representatives who have the authority to make decisions about health and safety matters
- Should there be a significant change to the workgroups within the school this will be raised as a committee meeting item.
- Employer representatives shall never exceed the number of employee representatives
- Should an employee or student representative be unable to attend a meeting, he/she may delegate another employee of the same work section to attend in his/her absence.
- Officers of the Committee will attend as required, they are:
 - Research support officers
 - Representatives from the HS unit
- Officers shall not be included when counting votes or quorum.
- The list of Committee members and their role will be maintained by the Secretary and made available to staff on the SoMS Web Site.

5. Election of Employee Representatives and Chairperson

Elections are conducted in a manner consistent with recognised democratic principles:

- At least one month before the expiry date of the committee member's term of office, the Secretary is to call for nominations of a replacement member;
- An existing member may stand for re-election;
- The names of employees wishing to stand for election shall be communicated to the School. The nomination must be accompanied by correspondence stating any special skills the nominator can bring to the committee. The employee nominated should then indicate agreement to the nomination.
- If only one nomination for each position is received by the expiry date, those persons will be declared to be elected to the committee. If more nominations are received than positions, the Secretary is to arrange a School meeting, in which all full and part-time employees (but not casual employees) vote. The employees who receive the highest number of votes will be declared elected to the committee.

The Chairperson is elected from representatives on the HS Consultation Committee (Note: The chairperson does not need to be an "elected Worker Representative", but it is preferable).

- New elections for worker representatives and for the Chairperson are called as soon as practicable after a position becomes vacant, and should be held every two years;

- The secretary will maintain election records through the committee minutes.
- An employee representative may resign from the committee at any time. The Chair of the committee may appoint another employee from that work section for the balance of the term of office, unless a meeting of employees of that work section decides otherwise. In that case, the procedure outlined above under "Election of Employee Representatives" will apply.

6. PCBU/Management Representative(s)

The Head of School is the employer representative on the Committee;

- If the Head of School is unable to attend a meeting they will appoint a delegate with authority to act on their behalf in HS matters;

7. Committee Meetings

Ordinary meetings are held at least quarterly;

- Special meetings can be called if at least half of the Committee members make a request;
- The meeting quorum is six employee Worker Representatives and one PCBU/Management Representative;
- A meeting agenda is prepared by the Secretary/Chairperson with input from all Committee members and approved by the Chairperson for dissemination seven days prior to the meeting date;
- Minutes are recorded by the Secretary or an appointed volunteer and approved by the Chairperson for dissemination within two weeks of the meeting being held
- Minutes are communicated to all constituents via email and web posting on the SoMS Website and verbally through department meetings.

8. Decision Making Procedure

Where possible, decisions will be made by consensus;

- When this is not possible, a vote will be taken amongst the members of the Committee
- Should the person with decision-making power reject a committee recommendation, the committee may elect to follow the procedure set out under "Issue Resolution" below.

9. Process for Review of this Constitution

- The Constitution will be reviewed by the Committee at least every two years;
- A Committee member may make a request to the Chairperson that the Constitution be reviewed;
- Where possible, decisions will be made by consensus;
- When this is not possible, a vote will be taken amongst the members of the Committee, with 75% of the vote required to approve changes.

10. Functions of the Committee

- Facilitate effective consultation and communication on HS matters with management, staff and students in the School. Activities include:
 - Talking with people in the workplace about their health and safety concerns,
 - Raising HS issues with management and the Committee,
 - Following up on outstanding items and giving feedback,
 - Preparing for and participating in Committee meetings and allocated tasks;
- Keep under review the measures taken to ensure the health, safety and welfare of persons at the place of work. Activities include:
 - Conducting scheduled workplace inspections,
 - Making recommendations on elimination or control of risks,
 - Assisting in the development or review of HS processes, documentation and initiatives (both local and UNSW),
 - Making recommendations on HS training requirements;
- Investigate and attempt to resolve HS problems using the resolution process described in the UNSW HS Consultation Procedure;

- Collaborate with supervisors on the investigation of work related incidents and ill health issues, recommend corrective and preventive action, and track completion of actions; and
- Where appropriate, be an observer during any formal HS-related investigation or inspection conducted by UNSW or WorkCover;
- Assist management with other agreed HS initiatives, provided that adequate resources are made available to do so.

11. Issue Resolution

- Any HS issue raised during the HS Consultation Committee meeting shall be discussed with the worker's supervisor, to allow the supervisor opportunity to resolve the issue. The worker/supervisor can ask their health and safety representative for advice, but it is not the health and safety representative's responsibility to resolve the issue.
- For more information on issue resolution refer to Section 3.6 in the HS337 HS Consultation Procedure

12. Evaluation of Compliance and Committee Effectiveness

- The Committee will evaluate itself at least annually using the UNSW Level 3 HS Consultation Committee Compliance Checklist and Self Audit Tool (SAT);
- A summary of the self-evaluation and recommendations for improvement will be recorded in the minutes of the next meeting for communication to constituents.

13. Role of Committee Chairperson and Members

Role of a HS chairperson (minute taker may assist with some of these as appropriate)

- Lead the meeting and set the meeting schedule.
- Accept agenda items from committee representatives.
- Draft the agenda based on items received and following review of minutes from previous meeting.
- Ensure agenda items are allocated a sufficient time frame and all items are covered in the meeting.
- Ensures all committee members have the opportunity to participate in meetings.
- Seek decisions from the employer representative.
- End discussion on agenda items if satisfied that they have been adequately addressed or if discussions have gone off track.
- If necessary communicate items that cannot be resolved to the level 2 committee.
- Ensure that action items are allocated to the most appropriate person.
- Review minutes taken by minute taker.
- Draw up the HS inspection roster and assign roles at the committee meeting.
- Participate in the workplace inspections and incident investigations if requested.

Role of HS Committee Member:

- Represent the workers in their work group in relation to HS matters and raise any issues, that cannot be resolved locally, at the committee
- Be the point of contact to enable the 2 directional flow of HS information to and from the committee and constituents.
- Monitor the measures taken to address risks in relation to their work group members.
- Investigate issues or complaints from their work group members about work health and safety.
- Assist with the inspection of the workplace for their work group.