

ANU Research School of Chemistry

WHS Committee Charter

1 Purpose

The purpose of the ANU Research School of Chemistry (RSC) Workplace Health & Safety (WHS) Committee, in co-operation with worker representation and senior management, is to provide oversight of the RSC's WHS ensuring continuing suitability and system effectiveness.

2 Composition and Tenure

The Committee will include members of management and worker representatives, and shall consist of:

- ex officio, RSC Director (or Acting Director in the Director's absence) who is the Chair;
- ex officio, RSC School Manager (or Acting School Manager in the Manager's absence);
- ex officio, RSC WHS Manager;
- ex officio; WEG representative;
- Five (5) workers (non-supervisory, including PhD students, Postdocs, and Academics) elected by and from the RSC for a term of two (2) years. Elected members will also serve as HSRs. At the first meeting of a newly established Committee the Committee will elect a Deputy Chair who will serve a term of two (2) years. Candidates eligible for Deputy Chair are all the HSRs on the Committee.

3 Roles and Responsibilities

The Committee's responsibilities are to monitor, review and where appropriate make recommendations to the RSC and the ANU WHS Policy Committee with respect to:

- Developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace;
- Developing and implementing the RSC's and ANU's WHS strategies;
- Relevant WHS issues and performance;
- Performance of the WHS System;
- Trending patterns of incidents and injuries;
- Cooperation between management and staff in the resolution of WHS issues;
- Local area investigations, and corrective actions;
- Communication of all safety related matters with RSC staff, students and contractors.

The Chair will be on the ANU WHS Policy Committee. The Deputy Chair will attend ANU WHS Policy Committee meetings when invited and in the Chair's absence.

4 Reporting

The Committee will report quarterly to the University WHS Committee, on relevant matters pertaining to:

- WHS strategies;
- Performance indicators and outcomes;
- WHS incidents and corrective actions; and
- Committee meetings held and outcomes against the annual objectives.

The Committee may report on any other matter to the University WHS Committee.

5 Resolution Process

- The Chair has a casting vote to break voting ties;
- The Chair decides if an issue needs to be brought up to the University WHS Committee;
- The Committee can decide that an issue should be brought to the University WHS Committee if more than 50% of the Committee members are in favour for it.

6 Administrative Arrangements

Establishing the Committee

Every two years the Chair will seek nominations for the five elected positions to be filled. Eligible candidates are RSC staff (ongoing or contract, and including academics), PhD students enrolled at RSC, and Postdocs employed by the RSC or one of the academics at RSC. If more than five nominations are received, elections shall be held across the RSC. Elected members will serve a term of two (2) years and act as HSRs.

Vacancies

If a member leaves or intends to leave the Committee, then this shall be announced to the Committee as soon as such a decision has been made. The Chair shall seek interest from all relevant workers so that a replacement can be found to serve for the remaining term until the next election. If the leaving member is the Deputy Chair, the vacancy shall be filled as described above, and then a new Deputy Chair shall be elected by the Committee for the remainder of the term. Eligible candidates are the five HSRs mentioned in Section 2.

Meetings and Planning

The Committee shall meet every three months or as required by the Chair on dates determined by the Chair.

The Chair is required to call an additional meeting if asked to do so by at least half of the Committee members.

A forward meeting plan, including meeting dates, location and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all of its responsibilities, as detailed in this Charter.

Attendance at Meetings and Quorums

A quorum shall consist of a minimum five Committee members, of which at least three must be HSRs (elected workers).

Representatives from Specialist Advisory Groups may, when invited, attend Committee meetings and contribute to its deliberations.

The Chair of the Committee may request any other ANU employee and/or external party to attend Committee meetings or participate in certain agenda items.

Any other member of the RSC may request from the Chair permission to attend a meeting.

Secretariat

The staff of the Self-Insurance Project shall provide secretariat support to the Committee for the first six months of its operation. After that time, the secretariat will be provided by WEG.

The Secretariat will ensure the agenda and supporting papers for each meeting are circulated, after approval from the Chair and at least five (5) days before the meeting.

The Chair may structure the agenda to suit the needs of the Committee as long as it meets the minimum requirements of the Committee.