

<b>Name of Procedure</b>	<b>ACU Work Health and Safety Committee Procedure</b>	
<b>Description of Procedure</b>	Revised to assist Members of Work Health and Safety Committees (WHSC's) on each campus to carry out their duties in accordance with Australian Work Health and Safety Legislation and the University's commitments to engage with its staff, students and others about WHS risk and its WHS Management System (framework).	
<input type="checkbox"/> New policy	<input checked="" type="checkbox"/> Revision	
<b>Description of Revision</b>	The revised procedure reflects organisational changes to the University. An outline of the consultative forums, at ACU, has been moved from this procedure into the new ACU WHS Communication and Consultation Guidelines.	

<b>Original Effective Date</b>	June 2008
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	October 2017
<b>Vice Chancellor's Approval Date</b>	17 December 2012
<b>References</b>	<p><i>Model Work Health and Safety Act 2011</i>  <i>Occupational Health and Safety Act 2004</i>  WHS&amp;W Policy  WHS Communication and Consultation Procedure  <a href="#">Resolving a WHS Issue at ACU</a>  <a href="#">Model Code of Practice: Work health and safety consultation, co-operation and co-ordination</a>  <a href="#">WHS Workplace Inspection Checklist for Office Environments</a>  <a href="#">WHS Workplace Inspection Checklist for Laboratory Environments</a>  <a href="#">WHS SharePoint site</a></p>

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## 1. Introduction

The ACU WHS Committee Procedure has been developed to support Members of campus Work Health and Safety Committees (WHSC's) to carry out their duties and to represent the WHS interests of both the University and staff.

## 2. Communication and Consultation

Communication and consultation is pivotal to the management of WHS risk at ACU and campus WHS Committees support the University to facilitate important two-way conversations about WHS issues affecting the University and its WHS management system.

Safe working and learning environments are maintained when staff, students, visitors, volunteers and contractors, who participate in working and learning activities, effectively communicate and collaborate with each other about hazards and risks, and the implementation associated treatments (controls) where necessary.

By drawing on the knowledge and experience of all ACU stakeholders, including WHS Committee Members, more informed decisions are made about the management of WHS risk.

Consultation involves determining the views of staff, student, visitors, volunteers and contractors other stakeholders, prior to making a decision. Consultation does not require consensus or agreement but it does entitle our campus communities to contribute to decisions that are made.

## 3. Hazard Identification, Risk Assessment and Risk Control

Campus WHS Committees make recommendations about the management of WHS risks for consideration by senior management. The recommendations may arise from the review of workplace WHS inspection reports, reports of incidents and hazards, risk registers and other records.

The WHS [Risk Management Procedure](#) and [Workplace Inspection Checklists](#) have been developed for use by organisational units and campus WHS Committees. Organisational units and campus WHS Committees are encouraged to consult the Procedure and Checklist or to contact Human Resource's WHS staff if they require any further assistance in relation to the completion of WHS risk assessments and workplace inspections.

## 4. Conducting a Work Health and Safety Committee Meeting

The following procedures should be applied by WHS Committee Chairs whenever WHS Committee meetings are conducted. WHS Committee Members and others should also refer to the Terms of Reference for campus WHS Committees, Appendix 1, and use the attached templates, Appendix 2 to 4, whenever agendas, action logs and minutes are produced.

The table below outlines recommended procedures for conducting a campus WHSC meeting.

Procedures	
<b>Before the Meeting</b>	The Chair prepares and distributes the agenda for the meeting. The agenda will cover: <ul style="list-style-type: none"><li>• Minutes from the last meeting and the status of outstanding issues (Action Log);</li></ul>

<b>Procedures</b>	
	<ul style="list-style-type: none"> <li>Enhancements to ACU's WHS Management System, including policies, procedures and safe operating procedures;</li> <li>Updates about changes to legislation and other requirements;</li> <li>WHS Inspection Report conducted by two Members; and</li> <li>A review of the WHS Incident and Hazard Summary Report and Actions.</li> </ul> <p>WHS Committee Members, Human Resources WHS staff, HSRs (where relevant) and Management Representatives will also be contacted to identify agenda items.</p> <p>The draft agenda is circulated, at least five days prior to a meeting to:</p> <ul style="list-style-type: none"> <li>Provide campus WHS Committee Members with adequate notice of when and where the meeting will be held.</li> <li>Provide adequate notice to allow the Committee to think about the issues, or discuss them with relevant staff Members and/or managers.</li> </ul> <p>The Chair will reschedule the meeting if there is not a Quorum (a minimum of two Management, including the relevant Human Resources WHS staff Member, and two staff representatives).</p>
<b>At every Meeting</b>	<p>The Chair will ensure that:</p> <ul style="list-style-type: none"> <li>The meeting starts and finishes on time;</li> <li>Apologies or absences are recorded;</li> <li>The minutes of the last meeting are reviewed and approved as an accurate record, or amended as necessary;</li> <li>Calls for two volunteers to conduct a WHS Inspection of an office or laboratory; and</li> <li>Calls for a volunteer to write the minutes.</li> </ul> <p>The meeting is updated on progress toward resolving action items from previous meetings. The meeting works through the agenda, and avoids getting side-tracked on minor points or by issues not on the agenda.</p>
<b>After the Meeting</b>	<p>The Chair (with the assistance of other Committee Members) will ensure:</p> <ul style="list-style-type: none"> <li>That the minutes of the meeting are produced; (Refer to Appendix 4)</li> <li>Persons responsible for resolving action items are clear about what is expected of them; and</li> <li>The meeting minutes are distributed to Committee Members.</li> </ul> <p>The meeting minutes are displayed in the workplace, within 10 working days, where staff Members and students are likely to see them, including the WHS SharePoint site, notice boards.</p>

## 5. Procedural Review

The University may make changes to this Procedure from time to time. In this regard, staff Members who wish to make any comments about this procedure may forward their suggestions to HR Advisory: [hr@acu.edu.au](mailto:hr@acu.edu.au)

## **6. Further Assistance**

Any staff Member who requires assistance in understanding the ACU Campus WHS Committee Procedure should consult the relevant Human Resources WHS staff Member, for their campus. Should further policy advice be needed, staff Members should contact the HR Advisory Service via email at [hr@acu.edu.au](mailto:hr@acu.edu.au)

## Appendix 1: Terms of Reference, Campus WHS Committees

The campus Work Health and Safety Committees Terms of Reference have been developed to provide guidance to the following campus Committees who are bound by these terms of reference:

- Aquinas Campus, Ballarat
- McAuley at Banyo, Brisbane
- MacKillop Campus, North Sydney
- Mount Saint Mary Campus, Strathfield
- Signadou Campus, Canberra
- St Patrick's Campus, Melbourne

### Functions

Campus WHS Committees have been established, in accordance with relevant Australian WHS legislation, to provide a consultative mechanism in relation to WHS matters. The primary role of each Committee is to advise Campus and University management, on Health and Safety matters, and the effectiveness of the WHS Management System (WHSMS).

The primary functions of the campus WHS Committees are to:

- Meet at least once every three months and at any reasonable time at the request of at least half the Members of the Committee;
- Assist the University in reviewing and implementing measures designed to maintain ACU's safe working and learning spaces, and to keep the adequacy of those measures under review;
- Facilitate co-operation in relation to WHS matters and assist with the communication of WHS related information to the University Community;
- Review matters that may present a risk to health and safety including the contributing factors to ACU work injuries, work related illnesses and dangerous events referred to the Committee;
- Provide advice and make recommendations on matters relating to health and safety to ACU management arising out of reviews of ACU workplace injuries, work related illnesses and dangerous events;
- Develop their expertise to conduct WHS inspections and, assess and manage WHS risk;
- Assist in resolving WHS issues at ACU, and
- Refer to relevant Management Representative, including relevant Human Resources WHS staff, about WHS matters which may require a national approach.

### Campus WHS Committee Membership

The minimum campus WHSC Membership will consist of:

- **Three (3) Management/University representatives**, with one of each appointed by the Director of Human Resources, Director of Properties and the local Campus AVC/CD;
- **Four (4) staff elected representatives** (Professional and Academic) who are not nominated by the University; and
- **A student association representative** nominated by the Campus Branch of the Australian Catholic University National Student Association may be invited to be a Committee Member.

Health and Safety Representatives (HSRs) will be invited to be a staff representative on the Committee subject to their acceptance of the invitation.

Depending on Campus size, additional University or staff nominated representatives may be invited to become Committee Members. State/Territory WHS Regulators recommend that the Membership should not exceed 12 Members to enable ease of operation and more effective functioning and decision-making.

## **Staff Representatives**

- Staff representatives may be volunteers and/or elected representatives of academic and professional staff.
- Appointment to the Committee should be for a minimum term of three years.
- An election will be held if the number of volunteers exceed the vacancies.
- All employed campus staff will be eligible to vote.
- Human Resources WHS staff, responsible for the relevant Campus WHS Committee, will seek volunteers from all Campus staff to fill staff representative vacancies as they arise.

## **Role of the Health and Safety Representatives**

- Be consulted, where practicable on proposed changes in the workplace that may have an impact on the health and safety of staff within their workgroup.
- Be involved in risk assessment for the designated work group they represent.
- Review WHS policies and procedures as requested, from the perspective of their workgroup.
- Participate in incident investigations where required.
- Direct works to cease if there is an immediate threat to personnel health and safety.

## **Role of the Chair**

- The Chair shall be elected from the staff representatives.
- The Chair may call a meeting providing five working days' notice to all Members of the Committee.
- The Chair shall produce and circulate a standard agenda, which should be finalised following consultation with all campus WHS Committee Members for any additional agenda items.
- Ensure that a quorum (two staff representatives and a Human Resource's WHS staff Member and one other Management Representative) is available for the meeting to proceed.
- Ensure that the relevant student representative participates in the Committee.
- The Chair shall ensure that the minutes of each meeting are prepared, and are circulated to all Members of the Committee and campus staff, and uploaded to the WHS SharePoint site within 10 working days of meetings.

## **Role of the Relevant Work Health and Safety Officer/Work Health and Safety Manager**

The relevant staff Member is available to:

- Advise campus Committees on matters pertaining to the relevant legislation.
- Manages the Membership of Committees, including elections.
- Supports the Committees to perform their role.
- Provides Committees with reports of campus incidents and hazards, and the associated corrective actions which have been initiated.
- Ensures that the functioning of WHS Committees are standardized, across ACU.
- Assist and advise Committees in framing recommendations.
- Develop, implement, and assess national policy systems and procedures, and to act as a consultant/specialist advisor to the ACU Staff Consultative Committee.
- Coordinates training opportunities for Members.
- To monitor WHS trends and developments, and develop proposals for addressing underlying issues which arise.

These Human Resources WHS staff are one of the management representatives on each Campus WHS Committee. If the Committee seeks the advice of one of these staff members, they should provide as much

advance notice as possible to support Human Resources WHS staff to adequately research the issue and provide quality advice.

### **Quorum**

At least two staff representatives and two management representatives, including the relevant Human Resources WHS staff Member, must be present for the meeting to proceed. If the Chair is unable to attend a meeting, the Chair will arrange an acting chair from among existing staff representatives.

Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the Committee to provide advice and assistance where necessary. They have no voting rights.

Where a meeting is not quorate, a meeting will be rescheduled no more than 2 weeks after the original meeting date.

### **WHS Committee Training**

New WHS Committee Members shall attend an approved WHS Regulator WHS Committee training course at University expense to assist them to understand the WHS legislative environment and their roles as Committee Members. The University will organise and pay for this training as required.

### **Inability of Committee Members to Perform Duties**

Whenever a Committee Member is unable to perform her/his duties for a period of three consecutive meetings, the relevant staff member must resign as a Member, and a new Member will be elected or appointed.

### **Limitations**

These terms of reference may be updated whenever regulatory changes have been implemented or changes have been implemented to the University's WHS Management System.

## Appendix 2: Template, WHS Committee Meeting Agenda

### Meeting Agenda



### (Campus Name) WHS Committee

Date: 10:00-11.30, Wednesday 9<sup>th</sup> June 2016

Location: Building XYZ

Attendees:

Apologies:

Time	Agenda Item	Facilitator
Insert time	Welcome, Apologies	Chair
Insert time	Minutes from Last Meeting	Chair
Insert time	Action Log Status	Chair
Insert time	Report of WHS Inspection Conducted	Relevant WHS Committee Member
Insert time	Volunteers Required: Two Members (can include HSRS on Committee) are Required to Conduct a WHS Inspection	Chair
Insert time	Review of WHS incident and Hazard Report and Actions (submitted since last meeting) <i>(referencing the riskware Incident and Hazard, and Actions Report)</i>	Human Resources WHS Staff Member
Insert time	WHS Management System Feedback on draft (insert name of policy, procedure, guideline) is sought by <insert date>	Human Resources WHS Staff Member
Insert time	WHS Management System Updates, incl. Legislative Changes	Human Resources WHS Staff Member
Insert time	Additional Agenda Item	WHS Committee Member
Insert time	Additional Agenda Item	WHS Committee Member
Insert time	General Business	Chair
Insert time	Next Meeting	Chair

## Appendix 3: Action Log

### WHS Committee Action Log

No.	Task to be Actioned	Action Owner	Date Assigned	Target Resolution Date	Status (In Progress, Completed)
<insert number>	<Insert details of the actions>	<insert name of Action Owner>	<insert date that it was assigned>	<insert Target Completion Date, in consultation with Action Owner>	<Specify whether Not started, In Progress, Completed>

## Appendix 4: Template, WHS Committee Minutes

### Meeting Minutes



## WHS Committee Minutes

Date: 10:00-11.30, Wednesday 9<sup>th</sup> June 2017

Location: Building XYZ

Attendees:

Apologies:

Agenda item
<b>Welcome</b> A new student representative <insert name> attended the Committee for the first time.
<b>Action Log</b> See the Action Log for a progress update.
<b>WHS Incident and Hazard Summary Report and Actions</b> Summary of the <insert no> WHS incidents and hazards that were tabled and the corrective actions that were initiated. Further investigation of hazard no 45, <insert a short description of the hazard> will be undertaken by the local Facilities Manager <insert name of staff Member> to ensure that this risk is managed.
<b>WHS Management System</b> Feedback on <insert name of policy, procedure, guidelines> was received from Members. The following feedback will be reviewed by Human Resources prior to the release of this document.
<b>Workplace Inspection</b> <A high level summary of issues resolved and to be actioned>
<b>Workplace changes: WHS Management System Changes and or Legislative Revisions:</b> <summarise any relevant changes> WHS Committee Members are encouraged to share information about these documents with their colleagues.
<b>Additional Agenda Item</b> <name of additional agenda item> <Insert details of any additional agenda item that was discussed>
<b>General Business</b> <Insert details of any general business that was discussed>
<b>Next Meeting:</b> <Insert date of next meeting>