

UNIVERSITY WORK HEALTH SAFETY AND WELLBEING COMMITTEE

1. Role

The University Work Health Safety and Wellbeing Committee (“**Committee**”) has been established in accordance with legislation and University policy to form part of Western Sydney University’s formal work health and safety consultation arrangements. The Committee enables the University and Health & Safety Representatives (HSR) to work cooperatively and transparently in developing policies and procedures, enabling positive work, health, safety and wellbeing outcomes for the University community.

2. Terms of Reference

The Committee will:

- 2.1 Promote the highest practicable standard of work health and safety for Western Sydney University, in line with the Code of [Communication consultation and Co-operation](#) and the University’s Health Safety and Wellbeing Policy;
- 2.2 Facilitate communication and consultation to make reasonable endeavours for the University to meet its responsibility and accountabilities under the requirements of the work health and safety legislation and associated regulations;
- 2.3 Assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace;
- 2.4 Provide HSR’s with the opportunity to review and provide feedback (via relevant University systems) on health and safety policies and preventative programs within their workgroups to minimise hazards and risk
- 2.5 Review the University’s health and safety performance, incidents, trends and data for the purpose of identifying areas of concern and putting forward recommendations to the University;
- 2.6 Supply feedback on health and safety matters affecting the University;
- 2.7 Identify and discuss emerging challenges to work health and safety that face the University and industry sector for the purpose of putting forward recommendations to the University;
- 2.8 Table discussions to the University regarding proposals for new collaborative programs that address current and emerging work health and safety trends; and
- 2.9 Adhere to the University’s [Privacy Management Plan](#) and [Privacy Policy](#).

3. Membership

- 3.1 The Committee membership will be composed of the following people:

- (a) Six elected 'HSRs comprised of three professional representatives and three academic representatives.
- (b) Two management representatives nominated by the PCBU.
- (c) One staff member from each of the wholly owned Entities being:
 - i. The Chair of the College Central Committee;
 - ii. A representative from Western Sydney University, Early Learning.

3.2 The following staff will be 'in attendance' and invited to all meetings. The Head of the Work Health Safety and Wellbeing business unit is required to be in attendance to facilitate discussions and to give advice;

- The Director of Campus Safety and Security;
- Director Campus Maintenance and Delivery
- The Chair may co-opt non-voting advisors from other units within the University, where required and available.

3.3 At least half of the members of the Committee must be employees who are not directly nominated by the University.

4. Chairing of Meetings

4.1 The Chair and Deputy Chair of the Committee will be appointed on a 12 - month rotational basis. The Committee will formally nominate a Chair and Deputy Chair at the final meeting of each of their respective terms.

5. Meeting Frequency

5.1 The Committee meets 4 times per year, at least once every 3 months, unless quorum is not reached, or at any reasonable time when at least half of the Committee members makes a request to do so.

6. Quorum

6.1 Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members for the time being of the Committee.

6.2 At least half the members present must be employees who are not directly nominated by the University and there must be at least one University management representative present.

6.3 Decisions are made by the majority of the committee.

6.4 If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

1 Elections for HSRs will be conducted in accordance with the University's Elections Policy

7. Dissolution of the Committee or membership termination

7.1 If any member of the Committee fails to comply with the Work Health and Safety Consultation, Co-operation and Coordination Code of Practice or these Terms of Reference then a discussion may be held in the committee. regarding their membership.

7.2 Following discussion, if the failure continues, then the member may be requested to resign their position from the Committee.

7.3 If the matter cannot be resolved or the member refuses, either party, that is the member or the Committee, can refer the matter to SafeWork for resolution.

7.4 A committee may be dissolved where the committee is unable to continue to perform its role effectively

7.5 In this instance the VC, as PCBU, or delegated representative, would inform Safe Work and request intervention. If an impasse has been reached following this intervention, the VC may elect to dissolve the committee and commence a process for the establishment of a new committee.

Approved by Professor Barney Glover on 23 June 2023 via email correspondence

Addendum

Election of Health and Safety Representatives

Under Clause 52 of the Work Health and Safety Act 2011, the work groups shall be determined by negotiation and agreement between the PCBU (or their delegated representatives) and the staff (or their representatives) who will form the work group. Parties may, at any time, negotiate a variation of an agreement of the work group composition.

Any staff member that meets the eligibility criteria under clause 60 of the Work Health and Safety Act 2011 may be elected as an HSR.

Subject to Clause 61 of the Work Health and Safety Act 2011, and Clause 18 of the Work Health and Safety Regulation 2017, the procedure for electing HSRs will be in accordance with the University's Election Policy:

- Eligibility criteria will be checked as per Clause 60 of the Work Health and Safety Act 2011
- The names of all HSRs for each work group shall be kept up to date and clearly displayed on the WHS webpage and accessible to all staff in the work group(s).