

# Overarching Terms of Reference for all UWA Safety and Health Committees

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## 1. Objective

This document defines the Terms of Reference (TOR), purpose and function of UWA's University Safety Committee and all other committees at UWA related to safety and health.

Refer to **“UWA Safety Committee Structure”** Appendix 1 (Page 12).

The main objective of these TOR is to direct and guide staff and student safety at UWA aligned to its mission of providing world class education, research and community engagement.

Working within the TOR as outlined, demonstrates that all leaders are committed to maintaining a safe workplace and support UWA in meeting its S&H due diligence obligations.

## 2. Scope

These overarching TOR outline minimum requirements of how all safety related committees that directly or indirectly relate to the University Safety Committee are expected to function.

Each safety related committee may have their own TOR to support each respective area to operate effectively, however their TOR must meet the requirements outlined in this document.

## 3. Committee Types and Meeting Frequency

There are three types of committees within the UWA Safety Committee Structure and their primary purposes are;

### **Management Committees / Working Group** (Refer Pages 4 to 6):

- Meets Quarterly as a Minimum; and
- Determines and monitors the strategic direction and governance of:
  - Safety and performance at UWA as aligned to UWA's:
    - S&H 'Our Commitment' Statement;
    - S&H Policy;
    - S&H Strategic Safety and Health Plan 2021-2025; and
    - S&H Leadership and Governance Framework.
  - Safety in respect of UWA Infrastructure and Estate; and
- Lead in the development and review of UWA's Safety Management System documentation as aligned to AS/NZS ISO 45001: 2018.

### **Consultative S & H Risk Management Committees** (Refer Pages 7 to 10):

- Meets Quarterly as a Minimum; and
- Ensures operational activities within Schools / Institutes / Business Units, Research Groups, Campus Management and Office Environments are undertaken safely by:
  - Understanding their local work area risk profile and ensuring safety risks are communicated, controlled and managed through balanced consultative arrangements (50% Management / 50% Staff and/or HSR) as aligned to WA safety legislative requirements.

### **Specialised Advisory Committees** (Refer Page 11):

- Meets Twice Yearly as a Minimum; and
- Provides advice on specialist and technical matters to assist in maintaining compliance as per legislative requirements, standards and industry best practice.

#### 4. Terms of Office

The terms of office for appointed members for all committees is a minimum 2 years unless otherwise agreed in a safety and health committee TOR.

At the end of the 2 year period all members will be eligible for reappointment.

#### 5. Quorum

The quorum for all Management Committees and Specialised Advisory Committees is 50% of appointed members.

The quorum for Consultative S & H Risk Management Committees must comprise as a minimum 50% of the Staff or SHRs appointed committee members.

#### 6. Agenda and Minutes

All safety related committee agendas are to be prepared in consultation with the Chair person and provided to committee members one week prior to meeting date.

Standardised agenda items for all committees should be based on the 'main responsibilities' outlined in each TOR table for each committee.

Minutes of meetings should be recorded and distributed within one week of the meeting date.

All minutes must include an Action Table based on committee decisions and outcomes specifying the following:

ACTION ITEM #	ITEM / BUSINESS IN PROGRESS	ACTION	RESPONSIBLE	STATUS
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Where practicable all safety issues should be resolved locally as a part of day to day management.

In circumstances where a safety issue is not able to be resolved by a Manager / Supervisor within a work area, the matter may be tabled at the relevant consultative safety and health committee.

In the event that the relevant consultative committee is unable to resolve the safety issue, the matter may be escalated in line with the **UWA Safety Committee Structure** seen in Appendix 1 (Page 12).

#### 7. Role of Management and Staff / SHRs within Consultative Committees

The primary role of management within a consultative safety and health committee is to assist UWA in meeting its safety and health due diligence obligations as per WA S&H legislative requirements.

Staff members and appointed SHRs should work together to report to management on standard agenda items that demonstrate local safety performance and any change to the risk profile of their work area.

Management representatives within each consultative safety and health committee should lead and direct actions to continuously improve performance.

#### 8. Monitor and Review of Committee Purpose

Each Committee must conduct an annual self-assessment (i.e. by each committee member) against the Committee's Terms of Reference (i.e. purpose, membership, agenda, etc.) to consider if the committee is reasonably meeting the terms of this document and their function.

## 9. Management Committees:

### University Safety Committee

Membership (Minimum of):	Primary Purpose	Decisions	Outcomes
<ul style="list-style-type: none"> <li>• SDVC (Chair)</li> <li>• Dir CM</li> <li>• Head of Safety</li> <li>• 1 x DVCR</li> <li>• 2 x Heads of School</li> <li>• 1 x Head of College Services</li> <li>• 1 x Professional Business Unit Director</li> <li>• 1 x UWA Safety Practitioner</li> </ul> <p>By invitation:</p> <ul style="list-style-type: none"> <li>• Manager, Injury Management and Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Management Committee</li> <li>• Determine and monitor Strategic Direction of Safety at UWA</li> </ul>	<ul style="list-style-type: none"> <li>• The SDVC is the only decision maker for this committee.</li> <li>• Decisions made by SDVC relate to leading and directing S&amp;H risk management and performance improvement.</li> <li>• All other members to provide feedback and contribute in their area of expertise and UWA knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes to be forwarded to UWA Executive Members and Business Unit Leaders to be aware of key actions and as necessary provide feedback.</li> <li>• Minutes to also be forwarded to members of School / Research Group S&amp;H Committees, Specialised Committees, UWA Office Committee, CM Infrastructure Safety Committee and CM Operations Committee for review and action.</li> </ul>

#### Terms of Reference – Main Responsibilities / Role:

- Lead in the strategic direction of safety at UWA in line with international standard AS/NZS ISO 45001: 2018 (Safety Management System Requirements) and UWA's:
  - Mission of providing world class education, research and community engagement;
  - S&H 'Our Commitment' Statement;
  - S&H Policy;
  - S&H Strategic Plan 2021 to 2025; and
  - S&H Leadership and Governance Framework.
- Establishing and monitoring UWA wide professional and academic S&H Positive Performance Indicator targets as related to:
  - UWA Leaders completing safety inspections;
  - UWA Managers / Supervisors completing safety inspections;
  - Risk Assessments;
  - Targeted Key Risk Audits;
  - The completion rates of mandatory online S&H training modules.
- Reviewing quarterly and annual reports prepared for UWA Executive, ARC and Senate.
- Discuss any changes to UWA's S&H Risk Profile and directing key actions to ensure safety due diligence obligations are met.
- Receive internal / external S&H audit reports and champion key actions with leaders of Schools / Research Groups / Business Units.
- Lead annual safety recognition awards that identify UWA persons who have contributed to safety and leadership at UWA.

**Campus Infrastructure and Safety Committee (CM I&SC)**

<b>Membership</b>	<b>Primary Purpose</b>	<b>Decisions</b>	<b>Outcomes</b>	<b>How it supports the University Safety Committee</b>
<ul style="list-style-type: none"> <li>• Dir CM (Chair)</li> <li>• Dir CM EA</li> <li>• Assoc Dir Maintenance &amp; Op</li> <li>• Assoc Dir Estate Planning Design</li> <li>• 2 x Managers / Supervisors</li> <li>• Head of Safety</li> <li>• 1 x UWA Safety Practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Management Committee</li> <li>• Determine Strategic Direction of Safety of UWA Estate and Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• The Dir CM is the only decision maker for this committee.</li> <li>• Decisions made by Dir CM relate to leading and directing S&amp;H risk management and performance improvement.</li> <li>• All other members to provide feedback and contribute in their area of expertise and UWA knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes to be forwarded to University Safety Committee Chair (SDVC) to be aware of key actions and as necessary provide feedback.</li> <li>• Minutes to also be forwarded to the CM Operations Committee members for review and action.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ongoing due diligence in the safe and sustainable management of UWA's Estate and Infrastructure.</li> </ul>

**Terms of Reference – Main Responsibilities / Role:**

- Lead in the strategic direction in the management of UWA's Estate and Infrastructure as aligned to the UWA Master Plan to ensure long term safety and sustainability of UWA's assets.
- Discuss and direct long term maintenance requirements to ensure UWA's Estate remains operational and mid to long term risks as identified in CM's S&H Risk Register are minimised.
- Discuss and plan safety in design for UWA Estate capital projects from concept through to completion and operation.
- Receive internal / external audits reports as related to building, engineering and maintenance infrastructure management and champion key actions.

**Safety Management System (SMS) Document Review Working Group**

<b>Membership</b>	<b>Primary Purpose</b>	<b>Decisions</b>	<b>Outcomes</b>	<b>How it supports the University Safety Committee</b>
<ul style="list-style-type: none"> <li>• Head of Safety (Chair)</li> <li>• Manager (Safety Systems)</li> <li>• WHS Policy and Training Advisor</li> <li>• Minimum of 2 x School Academic / Management Representatives</li> <li>• Minimum of 1 College Services Representative</li> <li>• 1 x Injury Management and Wellbeing Representative</li> </ul>	<ul style="list-style-type: none"> <li>• Provide feedback on the development and review of UWA Safety Management System (SMS) documentation as aligned to AS/NZS ISO 45001: 2018.</li> </ul>	<ul style="list-style-type: none"> <li>• The Head of Safety and Manager (Safety Systems) are the only decision makers for this working group.</li> <li>• Decisions made by Head of Safety and Manager (Safety Systems) relate to document development and review.</li> <li>• All other members to provide feedback and contribute in their area of expertise and UWA knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• Documents tabled at the SMS Document Review Working Group to be forwarded by email to USC members and distributed to all UWA Business Unit Leaders and appointed local area Safety and Health Representatives (SHRs) to seek feedback on SMS documentation under development or review.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists the University to develop a contemporary SMS that supports local area leaders to proactively manage WHS risks and demonstrate compliance with due diligence obligations under the WA WHS Act.</li> </ul>

**Terms of Reference – Main Responsibilities / Role:**

- Lead in the document review of UWA’s Safety Management System (SMS) made up of procedures, guidelines and forms / templates etc. as aligned to UWA’s overarching S&H Policy and UWA’s:
  - S&H ‘Our Commitment’ Statement;
  - S&H Policy;
  - S&H Strategic Plan – 2021 to 2025; and
  - S&H Leadership and Governance Framework
- Communicate and promote consultation on UWA’s SMS with relevant stakeholders throughout UWA.
- Develop UWA-Wide procedures and guidelines that provide clear direction to Business Unit Leaders and Managers / Supervisors in what their local area accountabilities and responsibilities are in controlling and managing safety related risk.
- Communicate and support in S&H document preparation in anticipation of internal and external S&H audits to achieve and maintain certification with AS/NZS ISO 45001: 2018.

## 10. Consultative S & H Risk Management Committees:

### UWA School / Institute / Business Unit S&H Committees

Membership	Primary Purpose	Decisions	Outcomes	How it supports the University Safety Committee
<ul style="list-style-type: none"> <li>Head of School / Institute / Business Unit (Chair)</li> <li>2 Managers / Supervisors</li> <li>3 Staff / SHRs</li> </ul>	<ul style="list-style-type: none"> <li>Consultative S&amp;H Risk Management</li> <li>50% Management / 50% Staff</li> </ul>	<ul style="list-style-type: none"> <li>The Head of School / Institute / Centre is the only decision maker for this committee.</li> <li>Decisions made by the Head of School / Institute / Centre relate to leading and directing S&amp;H risk management and performance improvement.</li> <li>All other members to provide recommendations, advice and guidance as per their area of expertise and UWA knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes to be forwarded to University Safety Committee Chair (SDVC) to be aware of key actions and as necessary provide feedback.</li> <li>Minutes to also be forwarded to members of relevant School: Local Work Area / Geographical / Functional Committee or Group for review and action.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate ongoing S&amp;H due diligence in the management of safety within the School / Institute / Centre.</li> </ul>

### Terms of Reference – Main Responsibilities / Role:

- Discuss any change to the School / Institute / Business Unit S&H Risk Register and direct key actions to ensure safety due diligence obligations are met.
- Communicate, consult and action safety issues that are raised that have not been able to be resolved by the relevant work area Manager / Supervisor.
- Review the School / Institute / Business Unit S&H Performance as per key performance indicators set by the University Management Committee / UWA Senior Management and aligned to UWA's Safety Management System and Continuous Improvement Framework.
- On-communicate key S&H documentation that make up UWA's Safety Management System released for comment / review by the UWA Health and Safety Unit.
- Discuss and as necessary develop local School / Institute / Business Unit S&H Procedures / Standard Operating Procedures (SOPs) to ensure appropriate local risk controls are formalised.
- Validate that risk controls as implemented by Managers / Supervisors within the School / Institute / Centre are effective in maintaining a safe work environment.
- Share knowledge across School / Institute / Business Unit areas to discuss continuous improvements and to review any near-misses or incidents.
- Establishing and overseeing Local Work Area / Geographical / Functional / Research Group S&H Sub-Committees or Groups to better communicate, consult and manage risk.

**Local Work Area / Geographical Area / Functional Group / Research Group S&H Sub-Committees or Groups**

<b>Membership</b>	<b>Primary Purpose</b>	<b>Decisions</b>	<b>Outcomes</b>	<b>How it supports the University Safety Committee</b>
<ul style="list-style-type: none"> <li>• (Chair) Delegated by Head of School / Head of Research Group.</li> <li>• 2 Managers / Supervisors</li> <li>• 3 Staff / HSRs</li> </ul>	<ul style="list-style-type: none"> <li>• Consultative S&amp;H Risk Management</li> <li>• 50% Management / 50% Staff</li> </ul>	<ul style="list-style-type: none"> <li>• The Chair is the only decision maker on this committee.</li> <li>• Decisions made by the delegated chair are to assist in actioning safety related items not otherwise managed on a day to day basis.</li> <li>• All other members to provide recommendations, advice and guidance as per their area of expertise and UWA knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes to be forwarded to the parent committee chair e.g. Head of School / Head of Research Group to be aware of key actions and as necessary provide feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ongoing S&amp;H due diligence in the management of safety in local work areas, geographical areas, functional groups, research groups etc.</li> </ul>

**Terms of Reference – Main Responsibilities / Role:**

- Review and action S&H items that are tabled at the School / Institute / Centre S&H Committee as relevant to their work area or otherwise requested by the Head of School / Head of Research Group.
- Discuss any change to the work area S&H risk profile and implement actions to ensure risks are adequately managed.
- Communicate, consult and action safety issues that are raised that have not been able to be resolved by the relevant work area Manager / Supervisor.

**Note:**

*Local Work Area / Geographical / Functional / Research Group S&H Committees or Groups depending on the work area risk profile, may decide to meet once every 6 months rather than once every quarter as per minimum TOR meeting frequency requirements.*



**UWA Office Committee – Office Locations Include:**

- Office of VC – VC/DVC, HR, Governance, Indigenous Ed, Public Policy Inst.
- CM, Finance, Uni.IT, Service Delivery, Venues Management
- DVC Education – BMR, Postgrad Studies, PVC Ed, Student Life, Albany Centre
- Global Partnerships – Cultural Precinct, PVC Engagement, PVC International, Perth Festival.

<b>Membership</b>	<b>Primary Purpose</b>	<b>Decisions</b>	<b>Outcomes</b>	<b>How it supports the University Safety Committee</b>
<ul style="list-style-type: none"> <li>• (Chair) as delegated by SDVC</li> <li>• 2 x Managers / Supervisors</li> <li>• 3 x Staff / SHRs</li> </ul>	<ul style="list-style-type: none"> <li>• Consultative S&amp;H Risk Management</li> <li>• 50% Management / 50% Staff</li> </ul>	<ul style="list-style-type: none"> <li>• The Chair as delegated by the SDVC is the only decision maker on this committee.</li> <li>• Decisions made by the delegated chair are to assist in actioning safety related items not otherwise managed on a day to day basis.</li> <li>• All other members to provide recommendations, advice and guidance as per their area of expertise and UWA knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes to be forwarded to University Safety Committee Chair (SDVC) to be aware of key actions and as necessary provide feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ongoing S&amp;H due diligence in the management of safety within UWA office locations.</li> </ul>

**Terms of Reference – Main Responsibilities / Role:**

- Communicate, consult and action office related safety issues that are raised that have not been able to be resolved by the relevant local work area Manager / Supervisor.
- Proactively discuss any proposed change to office work areas and implement actions to ensure risks are adequately managed.
- Ensure actions as identified in UWA Leader Safety Inspections and Manager / Supervisor Safety Inspections for UWA Office locations have been actioned and closed.

**Campus Management Operations Committee**

<b>Membership</b>	<b>Primary Purpose</b>	<b>Decisions</b>	<b>Outcomes</b>	<b>How it supports the University Safety Committee</b>
<ul style="list-style-type: none"> <li>• Assoc Dir Main and Operations (Chair)</li> <li>• Contractor Admin Manager</li> <li>• 2 Managers / Supervisors</li> <li>• 4 Staff / SHRs</li> </ul>	<ul style="list-style-type: none"> <li>• Consultative S&amp;H Risk Management</li> <li>• 50% Management / 50% Staff</li> </ul>	<ul style="list-style-type: none"> <li>• The Assoc Dir Main and Operations is the only decision maker for this committee.</li> <li>• Decisions made by Assoc Dir Main and Operations relate to ensuring maintenance and operations tasks are undertaken safely.</li> <li>• All other members to provide feedback and contribute in their area of expertise and UWA knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes to be forwarded to Dir CM and to the University Safety Committee Chair (SDVC) to be aware of key actions and as necessary provide feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ongoing S&amp;H due diligence in the day to day safe management of maintenance and operations.</li> </ul>

**Terms of Reference – Main Responsibilities / Role:**

- Lead in the safe day to day management of building infrastructure maintenance and operations.
- Discuss and coordinate Campus Management and Contractor staff in how they safely undertake required works across UWA's Estate.
- Discuss any change to the CM's S&H Risk Register and direct key actions to ensure safety due diligence obligations are met.
- Communicate, consult and action safety issues that are raised that have not been able to be resolved by the relevant work area Manager / Supervisor.
- Review the CM S&H Performance as per key performance indicators set by the University Management Committee / UWA Senior Management and aligned to UWA's Safety Management System and Continuous Improvement Framework.
- Discuss and as necessary develop local CM S&H Procedures / Standard Operating Procedures (SOPs) to ensure appropriate local risk controls are formalised.
- Validate that risk controls as implemented by Managers / Supervisors within CM are effective in maintaining a safe work environment.

## 11. Specialised Advisory Committees:

### Specialised Committees:

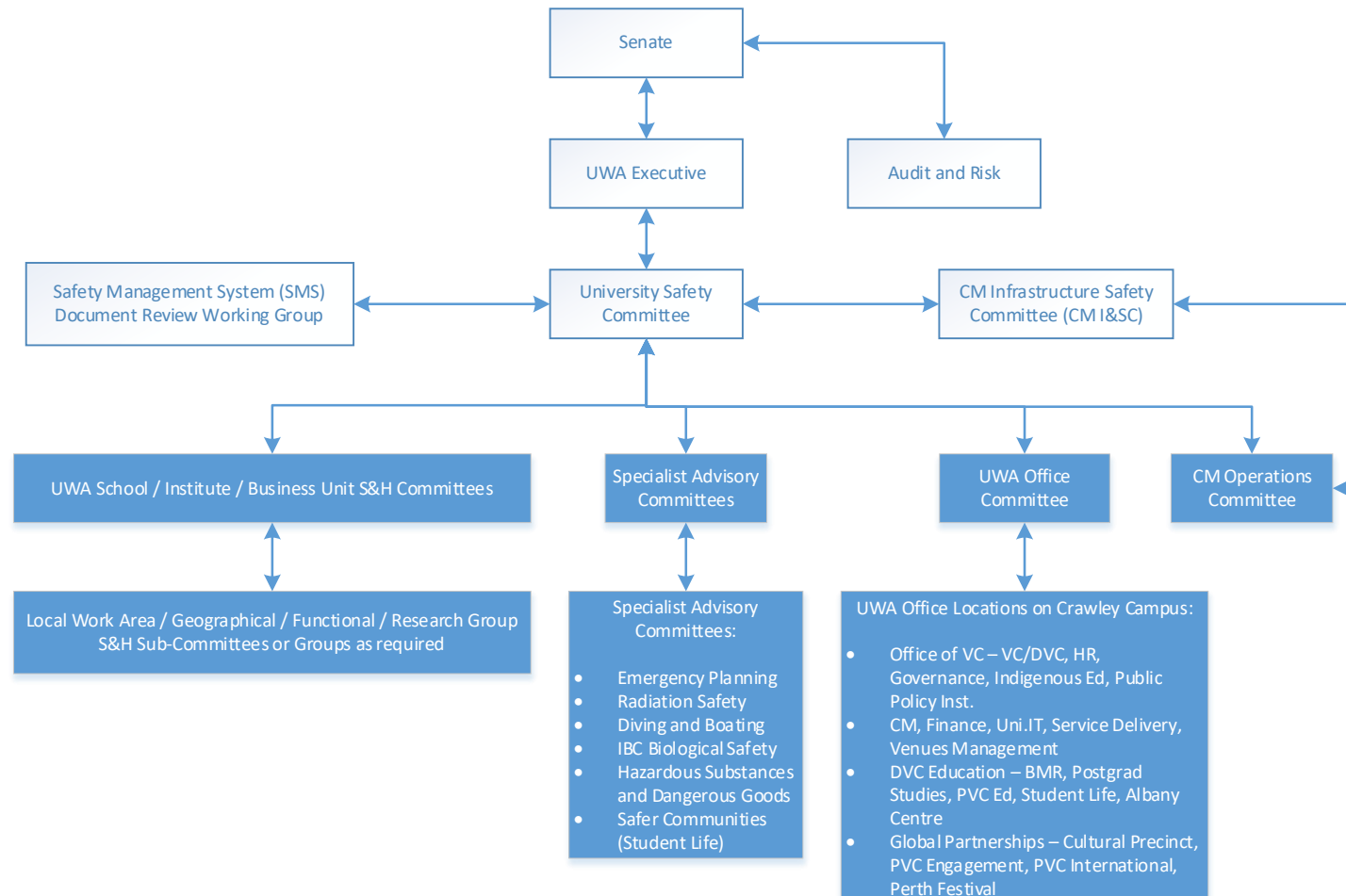
- Emergency Planning
- Radiation Safety
- Diving and Boating
- IBC Biological Safety
- Hazardous Substances and Dangerous Goods
- Safer Communities (Student Life)

Membership	Primary Purpose	Decisions	Outcomes	How it supports the University Safety Committee
<ul style="list-style-type: none"> <li>• Head Subject Matter Expert (Chair)</li> <li>• 2 x Subject Matter Experts</li> <li>• 1 x UWA Safety Practitioner</li> <li>• 2 x Staff Members relevant to committee purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Specialised committees work collaboratively together to recommend decisions on projects.</li> <li>• Specialised committees also provide advice on activities, infrastructure needs and student needs.</li> <li>• All members work together to provide recommendations, advice and guidance as per their area of expertise and UWA knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes to be forwarded to University Safety Committee Chair (SDVC) and the appropriate Director e.g. DVCR or Director Student Life to be aware of key actions and as necessary provide feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ongoing S&amp;H due diligence in the management of safety within the School / Research Group and Business Unit Areas.</li> </ul>

### Terms of Reference – Main Responsibilities / Role:

- Support UWA in achieving and maintaining compliance as per legislative requirements, standards and industry best practice.
- Provide advice and recommendations as necessary to the University Safety Committee on safety matters within their area of expertise.
- Support responsible local work area Managers / Supervisors in managing associated risks as aligned to the purpose of the specialised committee.
- Provide advice to staff members and students as per work or student area needs.
- Provide feedback on UWA's SMS to support compliance and continuous improvement.

## Appendix 1 - UWA Safety and Health Committee Structure



## ABBREVIATIONS AND DEFINITIONS

The terms in the table below are taken used above

Abbreviation	Definition
CM	Campus Management
DVCR	Deputy Vice Chancellor Research
S&H	Safety and Health
SDVC	Senior Deputy Vice Chancellor
SHR	Safety Health Representative
UWA	University of Western Australia