

# REGIONAL OCCUPATIONAL HEALTH AND SAFETY ADVISORY COMMITTEES TERMS OF REFERENCE



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## 1 ESTABLISHMENT

The Regional Occupational Health and Safety (OHS) Advisory Committees (ROHSAC) will provide reports, through the Safety and Wellbeing Manager, to the University Management Committee, Audit, Risk and Finance Committee and Council.

## 2 FUNCTIONS AND RESPONSIBILITIES

The ROHSAC oversees the OHS policy performance of the University, within the regional boundaries. ROHSACs exist for each University region as per the Regional Leadership and Campus Integration Model.

This Committee's functions and responsibilities are to:

- 2.1 Facilitate a positive OHS culture within the University community.
- 2.2 Monitor the effectiveness of the University OHS Management System.
- 2.3 Take responsibility for, monitor and review the OHS Risk Register for the Campus and/or Region and develop a culture of commitment to reviewing and actioning each individual item.
- 2.4 Monitor and report deficiencies in resources to control risks identified within the OHS Risk Register to the Safety and Wellbeing Manager.
- 2.5 Review any health and safety reports which can include audits, inspections, incidents/hazards and when required escalate high risk items and controls to the Safety and Wellbeing Manager for advice and feedback and also report high-risk items and controls to the Vice-Chancellor and President.
- 2.6 Provide a consultative forum to address health and safety issues across their campus and/or region.

- 2.7 Report all relevant activities from Regional OHS Advisory Committees via meeting minutes to the Safety and Wellbeing Manager.
- 2.8 Review the Campus Emergency Control Organisation (ECO) structure, first aid requirements and local disaster response plans, and annually record outcomes from the Emergency Response Team (ERT).
- 2.9 Review and monitor the Health and Safety Representatives Report and consider items from within the report for improving Regional OHS culture.

### **3 REFERRAL OF MATTERS**

This Committee may refer any item to the Safety and Wellbeing Manager for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

### **4 SUB-COMMITTEES**

This Committee may establish standing or ad hoc sub-committees and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees.

Campus OHS Committees may be established as sub-committees of the ROHSAC and must escalate minutes, and action items to the relevant ROHSAC.

This Committee will receive reports, minutes and action items from its sub-committees and will be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities. Examples include but are not limited to the Campus OHS Committees, Campus management meetings, and Division specific committees.

### **5 MEMBERSHIP AND TERMS OF OFFICE**

This Committee shall comprise:

Ex-officio members:

- Associate Vice-President (as a representative of the Vice-Chancellor and President)

Appointed members:

- Workplace Health and Safety Representatives for the Region

Nominated members:

- Senior Safety and Wellbeing Adviser, nominated by the Safety and Wellbeing Manager
- senior academic employee, nominated by Safety and Wellbeing Manager, and
- member from Facilities Management Directorate, nominated by the Director Facilities Management.

Co-opted members:

- Such other members co-opted by the Chair to provide input into particular matters and ensure representation consistent with the committee's responsibilities.

All members are expected to represent and maintain effective communications between their organisational area and this Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Ex-officio and appointed members will serve for the duration of their appointment. Ex-officio members may send a nominee when unable to attend meetings, with the Chair's approval.

Nominated members will serve for a term determined by the Safety and Wellbeing Manager.

## **6 RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on a standing or ad hoc basis. Rights of audience and debate may participate in meetings, but have no voting rights.

Those holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at meetings:

- Managers, supervisors or employees representing Directorate or Schools, and
- Chairs of any relevant safety sub-committee.

This Committee may request additional employees or stakeholders with specialist expertise at any time to assist this Committee to carry out its functions.

## **7 OBSERVERS**

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

## **8 CHAIR**

The Chair shall be the Associate Vice-President.

## **9 SECRETARY**

The Associate Vice-President shall nominate the Secretary.

## **10 CASUAL VACANCIES**

A casual vacancy for nominated members shall be filled in accordance with the original requirements.

## **11 REMOVAL OF A MEMBER FROM OFFICE**

This Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Committee to have their membership reinstated.

## **12 QUORUM**

The quorum for a Committee meeting shall be 50 per cent of the membership, plus one. At least half of the quorum must be members who have not been nominated by the University.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines.

## **13 CONFLICT OF INTEREST**

Members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

## 14 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. The Secretary will notify members of an upcoming meeting at least five working days prior to the meeting. Committee meetings shall be held at least four times per year but not less than every three months or at any reasonable time at the request of at least half of the members of the Committee. It is recommended the Committee meets at such times to allow Safety and Wellbeing Unit to partake in other items of business on the campuses, including but not limited to audits, inspections, training and meetings.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and physically or electronically signed by at least 75 per cent of the members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

## 15 AGENDAS AND MINUTES

Agenda papers will be distributed at least five working days before the meeting, via email. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all members and include them in the agenda papers for the next meeting.

## 16 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 17 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	N/A
Administrator	Director People and Culture
Next Review Date	23/11/2024

Approval and Amendment History	Details
Original Approval Authority and Date	17/08/1992
Amendment Authority and Date	Vice-Chancellor's Advisory Committee 31/10/1992; Vice-Chancellor's Advisory Committee 20/10/1994; Vice-Chancellor's Committee 22/01/1997; Vice-Chancellor's Committee 4/03/1998; Planning and Development Committee 16/01/2004; Vice Chancellor and President 14/04/2009; Vice-Chancellor's Advisory Committee 11/09/2013; Vice-Chancellor and President 02/12/2014; Vice-Chancellor and President 09/09/2015; Vice-Chancellor and President 7/03/2018; National OHS Manager 16/07/2018; Director, People and Culture 21/02/2020; Director People and Culture 23/11/2021.
Notes	This document was formerly known as the Health, Safety and Environmental Advisory Committees (14/04/2009); Health, Safety and Environmental Committee and Health, Safety and Environmental Advisory Committees Terms of Reference (9/05/2011); Vice-Chancellor's Occupational Health and Safety Committee and Campus Occupational Health and Safety Advisory Committees Terms of Reference (11/09/2013) and the Vice-Chancellor's Occupational Health and Safety Committee and Regional Occupational Health and Safety Advisory Committees Terms of Reference (9/09/2015).