

# 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) provide reports, through a monthly report from the National OHS Manager, to the Vice-Chancellor's Advisory Committee, Audit, Risk and Finance Committee and University Council.

## 2 FUNCTIONS AND RESPONSIBILITIES

The ROHSAC has the prime function of overseeing 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.

The 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 Region and develop a culture of commitment to actioning the items.
- 2.4 Report all high risk items and controls to the National OHS Manager and Vice-Chancellor and President.
- 2.5 Provide a consultative forum to address health and safety issues across their campus.
- 2.6 Review the Campus OHS Risk Register and review any health and safety reports which can include audits, inspections, incidents/hazards and when required escalate high risk items to the OHS Unit for advice and feedback.

- 2.7 Monitor and report deficiencies in resources to control risks identified within the Campus OHS Risk Register to the National OHS Manager.
- 2.8 Develop a commitment to Campus OHS Risk Registers and a schedule to monitor and review the register.
- 2.9 Report all relevant activities from Campus OHS Committees and actions from Campus OHS Risk Registers to the National OHS Manager.
- 2.10 Review the Campus Emergency Control Organisation (ECO) Structure, first aid requirements and local disaster response plans, and annually record the Emergency Planning Committee (EPC) outcomes.
- 2.11 Review and monitor the Health and Safety Representatives Report and consider items from within the report for improving Campus OHS culture.

### **3 REFERRAL OF MATTERS**

The Committee may refer any item to the National OHS 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**

The 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 Regional OHS Advisory Committee and must escalate minutes, and action items to the relevant ROHSAC.

The Committee shall receive reports from its sub-committees and 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**

The membership of each ROHSAC shall be:

Ex-officio members:

- Associate Vice-Chancellor as a representative of the Vice-Chancellor and President.

Nominated members:

- Senior OHS Advisor (nominated by National OHS Manager)
- Member from Facilities Management Directorate (nominated by Director Facilities Management)
- All elected Workplace Health and Safety Representatives for the region, and
- Senior academic staff member nominated by National OHS Manager.

Invited members:

- Managers, supervisors or staff representing Directorates or Schools, and
- Chairs of any relevant Safety Sub-Committees.

Nominated members shall serve for a term of two years.

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

The Committee may extend rights of audience and debate on a standing or ad hoc basis.

If required, the committee may co-opt additional members with specialist expertise to assist the Committee to carry out its functions in a non-voting capacity.

The Committee may extend rights of audience and debate on a standing or ad hoc basis.

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

- Managers, supervisors or staff representing Directorate or Schools, and
- Chairs of any relevant Safety Sub-Committee.

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

## **7 CHAIR**

The Chair shall be the Associate Vice-Chancellor.

## **8 SECRETARY**

The Chair shall nominate the Secretary.

## **9 CASUAL VACANCIES**

A casual vacancy shall be filled in accordance with the [Election of Members to University Committees Procedure](#).

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

The 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.

## **11 QUORUM**

The quorum for a committee meeting shall be 50% 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.

## **12 CONFLICT OF INTEREST**

Committee 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](#).

## **13 MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. 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. The committee shall meet regularly, as determined annually in advance by the Committee.

It is recommended the Committee meets at such times to allow OHS 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% 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.

## 14 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.

## 15 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed 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 bring laptops, iPads or similar to the meetings and view the agenda online 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 committee members and include them in the agenda papers for the next meeting.

## 16 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Vice-Chancellor and President, along with any information the Vice-Chancellor and President may request to facilitate the review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Vice-Chancellor and President.

## 17 FEEDBACK

University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 18 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	National OHS Manager
Next Review Date	7/03/2020

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; Administrator – National OHS Manager 16/07/2018.
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