

Summary

To comply with the requirements of the Occupational Health and Safety Act 2004, the Departments must ensure that there is a consultative process in place to discuss Environment, Health and Safety concerns of staff and students.

This consultative process shall have representatives of management, employees, students and other parties as appropriate to ensure that all areas are working together to create a culture that ensures the highest standard for environment health and safety.

The Committee should follow these guidelines to ensure that they are undertaking their responsibilities in line with the Occupational Health and Safety Act, and are following guidelines set out by the Faculty Environment, Health and Safety Committee.

The Department EHS Committee is a sub-committee of the Faculty EHSC.

References

1. Occupational Health and Safety Act 2004.
 2. Environment, Health and Safety Manual Section 2.4.1 <http://www.unimelb.edu.au/ehsm/2.html#2.4.1>.
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Structure & Membership

Departments, Centres and Schools that determine that they shall set up a formal committee shall ensure that they have the following structure:

- ◆ Management Representative
- ◆ Health and Safety Representative
- ◆ Environment Advocate
- ◆ Professional Staff Representative(s)
- ◆ Academic Staff Representative(s)
- ◆ Student Representative(s)

Laboratory Based Departments, Centres and Schools should ensure that there is representation by:

- ◆ Practical Class Officer
- ◆ Biological Safety Officer
- ◆ Radiation Safety Officer

Committees may also invite observers such as:

- ◆ Faculty EHS Officer
- ◆ EHS Unit representatives

Reporting

Meetings

The Committee shall meet at least four (4) times per year.

Minutes

The minutes of the Committee Shall:

- ◆ Show a progressive attendance record
- ◆ List all outstanding action items
- ◆ Be made available to staff and students via the Department EHS Webpage

Reporting to Faculty

The Committee shall report to the Faculty EHS Committee by sending minutes of the previous meeting by email or hardcopy to the Faculty EHS Officer who will review the content of the minutes and report on any issues or items of note.

Reporting to staff and students

The Committee shall post minutes of the Committee meetings progressively. Staff and students will be advised of the location of the minutes which may be posted online, by email or on a noticeboard.

Agenda Items

Standing Items:

- Attendance and Apologies
- Previous minutes and business arising
- Faculty EHS minutes
- University OHSC minutes
- Safety MAP / EMS Maintenance Meeting minutes
- New and Revised Policies and Procedures
- Incident reporting
- Cyclic Events Checklist
- Action items from Inspections
- Chemical, Radiation and Biological Safety reports
- Emergency or Security issues
- Environmental Issues – including the Environment Advisory Committee report

Terms of Reference

1. Facilitate co-operation between the employer and the employees including students, in instigating, developing and carrying out measures designed to ensure the health and safety at work of the staff and students as well as safety of the environment;
2. Formulate, review and disseminate (in such languages as are appropriate) to the employees the standards, rules and procedures relating to environmental health and safety which are carried out or complied with at the workplace;
3. Coordinate improvement in activities relating environment, health and safety. The committee will review and implement any departmental environment health and safety issues. Any policy or procedural matters are referred to the Head of Department and the Faculty Environment Health and Safety Committee
4. Examine reports and information relating to environment health and safety ramifications including incident reports, risk analyses, environment and safety audits, etc.
5. Receive reports from managers or supervisors to the effect that regular inspections of the workplace are carried out and that reports on these inspections are discussed and acted upon as necessary.
6. Assist in the planning and evaluation of proposed changes in the work environment or in work practices, which may have implications for the health and safety of staff or students, and impact on the environment.
7. Review the number of incidents which are reported each year in the department with a view to implement control measures to substantially reduce the number and severity of these incidents.
8. Liaise as necessary with the University's Occupational Health and Safety Committee, Environment Advisory Committee and officers from the Risk Management Office in achieving its objectives.