CASS OHS Committee – Terms of Reference

The ANU College of Arts and Social Sciences Occupational Health and Safety Committee helps management and staff resolve OHS issues. The committee is a valuable OHS resource for management and staff. The Committee helps management develop and implement ways to protect staff from risks to their health or safety.

ITEM 1. Function

It is the role of the CASS OHS Committee to:

- Implement procedures for work processes, and give priority to processes identified as particularly hazardous.
- Develop, implement and support hazard management programs.
- Carry out regular workplace hazard inspections.
- Review OHS policies, procedures and training, for example as part of induction training.
- Assess accident or dangerous occurrence records, injury statistics, and other information that will help in developing prevention strategies.
- Make recommendations to management and the University OHS Policy Committee on the OHS impact of changes in the workplace.
- Obtain current information on health and safety hazards, and discuss the implications of these in the workplace.
- Discuss and resolve CASS OHS issues.
- Elect or assist in the election process for a Health and Safety Representative and Deputy Health and Safety Representatives.
- Consider and attempt to resolve, OH&S policy matters, which cannot be resolved in the workplace.
- Facilitate co-operation between management, staff, working parties and other parties on OH&S matters.
- Assist management with dissemination of information on OHS.
- Undertake any functions prescribed in the OHS legislation.
- Report annually to the central OHS Policy Committee.
- Receive reports from the OHS Committees of the School of Music and School of Art.
- Undertake any other functions agreed between management and the Committee.

ITEM 2. OHS Committee Member’s Role

While management is primarily responsible for ensuring the workplace is safe and healthy, OHS Committee Members can play a key role in helping management achieve this outcome. A committee member may help develop, implement and review local policies and procedures. They can also identify the need to update these policies and procedures, particularly when new hazards become apparent.

A committee member must:

- attend and actively participate meetings.
- represent the views of staff in their unit and raise issues brought to their attention.
• keep up-to-date with health and safety developments, particularly those that affect CASS.

The Commonwealth OHS Act does not impose specific obligations on a committee member. But members generally join with the intention of improving health and safety in their workplace. Members should actively participate in and assist the Committee where they can. A copy of the Act can be viewed at: http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/AA734F66C0A218AACA2572C1007CDA88?OpenDocument

Note that a member cannot be held liable in civil proceedings because of the way they carried out their OHS duties, or failed to carry out their OHS duties. For further information please consult the University’s OHS liability page.
http://info.anu.edu.au/Policies/_DHR/Policies/Legal_Liability_in_Relation_to_OHS.asp

The operation of the Committee does not restrict the powers of the individual health and safety representative as prescribed under the Occupational Health and Safety (Commonwealth Employment) Act 1991 (Commonwealth) or elsewhere.

ITEM 3. Membership

The Committee shall be comprised of the following membership:

• CASS General Manager (chair)
• CASS Human Resources Manager (alternate chair)
• Director, RSSS or nominee
• Director, RSHA or nominee
• Director, ADSRI or nominee
• School Manager, School of Art
• School Manager, School of Music
• An elected OH&S Representative
• CASS Representative(s), University OH&S Policy Committee
• Representative of the University OH&S Unit

ITEM 4. Operations

General
The OHS Committee will meet at least every 3 months (4 times per year). Additional meetings may be convened from time to time to consider particular items. Such extraordinary meetings need the prior agreement of a majority of management and OHS Representative Committee members.

Management must provide training to committee members to assist them to exercise their functions. Training may be provided in-house or through the Human Resources Division, HR or through outside organisations.

The Committee shall, wherever possible, reach decisions by consensus. Where consensus cannot be reached all views must be submitted to management for consideration and decision.

An agreed summary of OHS Committee business will be circulated to all employees.

Attendance of non-members
Either management or health and safety representatives may invite non-members to attend committee meetings with the prior agreement of the Chair. It is expected that such attendances would be the exception and non-members would have no right to address the committee unless otherwise agreed.

ANU College of
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ITEM 5. School of Music & School of Art

The School of Music and School of Art shall both have their own OHS Committees, owing to the significant OHS risks associated with these areas. Both shall report to the College Executive through the CASS OHS Committee.

These two committees shall provide regular reports to the CASS OHS Committee and will be represented on the CASS OHS Committee by their respective School Managers.

The objective of this arrangement is to ensure seamless operations and to give the Schools a wider forum for addressing their OHS issues.