Terms of Reference

CASS Occupational Health and Safety Committee

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.

Terms of Reference

1. CASS OHS Committee’s role

- 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.
- Undertake any other functions agreed between management and the Committee.

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.

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.

**Membership**

ADSRI representative
CAEPR representative
CEDAM representative
Faculty of Arts representative
Drama representative
RSH representative
RSSS representative
School of Art OHS Committee representative
School of Music OHS Committee representative

**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.