

## Level 3 Health and Safety Committee Constitution Template-HS634

Instructions: Enter the relevant details for your L3 HSC in the brackets provided and delete instructions after you have finished. Note: This template is a guide, so the HSC can add additional information if desired.

**FACULTY/ DIVISION {insert name}**

**SCHOOL/ CENTRE/ UNIT {insert name} Health and Safety Committee**

### **1. The purpose of the Committee**

This Committee is a Level 3 Health & Safety Committee (HSC) as described in the [WHS Consultation | Safety \(unsw.edu.au\)](https://www.unsw.edu.au/safety)

The purpose of the HSC is to:

- Facilitate co-operation between the Person Conducting the Business or Undertaking (PCBU) and workers to instigating, developing, and carrying out measures to ensure the workers' health and safety at work
  - To assist in developing procedures relating to health and safety that are to be followed or complied with at the workplace
  - Any other functions prescribed by the regulations or agreed between the PCBU and the HSC"
- Section 77 of Work Health and Safety (WHS) Act 2011**

### **2. Scope of the Committee**

The physical areas covered by the HSC include:

- {insert details}

The HSC will address health and safety issues pertaining to:

- The work environment and business activities on campus;
- Workers who are working from home; and
- Workers and students who work and study off-campus e.g., on field excursions.

### **3. Composition of the HSC**

- The composition of the HSC meets the requirements specified in the **section 76 of WHS Act.**
- The total number of Committee members is {specify} and the membership ratio is:
  - Elected worker representatives – {specify number}  
(NOTE: At least half of the members of the HSC must be workers who have been nominated by workers in their workgroup)
  - Management/PCBU nominated representatives – {specify number}
- The HSC must have management representatives who have the authority to make decisions about health and safety matters

- A current list of the workgroups represented by the HSC, and the representative of each workgroup is provided in Appendix 1.
- The current list of members will be maintained by the Secretary/Chairperson and communicated to workers via a combination of methods including: {specify e.g., Staff intranet, School/Dept. website, Work Health and Safety noticeboard}.
- The committee may choose to appoint a Secretary for the committee who will prepare agendas, take minutes, and perform other administrative functions for the committee as required.

#### **4. Election of Worker Representatives and Chairperson**

- Elections are conducted in a manner consistent with recognised democratic principles {outline the agreed election process, e.g., Email/verbal request to workers for nominees within 'x' weeks, then ask workers to vote on nominees by 'y' weeks.}
- The Chairperson is elected from representatives on the HSC (Note: it is preferable that the Chairperson is an 'elected Worker Representative')
- New elections for worker representatives, HSRs and the Chairperson are called as soon as practicable after a position becomes vacant, and are held at least every 3 years;
- Evidence of elections being conducted is documented e.g., email request for nominations, documented in HSC meeting minutes.

#### **5. PCBU/Management Representative(s)**

- The {insert title of senior manager, e.g., Head of School} is/are the PCBU representative/s on the HSC;
- If the {insert title of senior manager, e.g., Head of School} is unable to attend a meeting they will appoint a delegate with authority to act on their behalf in health and safety matters;
- {record here if additional PCBU representatives are appointed}

#### **6. HSC Meetings**

{In this section include meeting arrangements agreed by all parties}

- The HSC must meet **at least once every 3 months** (Note: This is a legislative requirement, under s78 of WHS Act 2011)
- Additional meetings can be called at any reasonable time, if at least half of the HSC members make a request;
- The meeting quorum is {specify number} worker representatives and at least one management/PCBU representative (NOTE: you cannot have more management representatives than worker representatives)
- A meeting agenda is prepared by the Secretary/Chairperson with input from all HSC members and approved by the Chairperson for dissemination {specify number} of days prior to the meeting date;
- Minutes may be recorded by a nominated Secretary or by an appointed volunteer at each meeting. The minutes are to be approved by the Chairperson and sent out within {specify timeframe e.g., 2 weeks} of the meeting being held
- Minutes are communicated to workers via a combination of methods, including email, staff intranet, displays on workers noticeboards, or through Managers at worker's meetings.

#### **7. Health & Safety Concerns raised during HSC Meetings**

Any health and safety concern that is raised during a HSC meeting needs to be discussed with the supervisor of the worker who originally raised the issue, to allow the supervisor/manager the opportunity to resolve the issue and to find out what action/s have been taken so far.

The worker/supervisor can ask their Safety Representative or Safety Co-ordinator/Safety Business Partner for advice, but it is not the SR/SC's responsibility to resolve the issue. This remains the responsibility of the worker's supervisor/manager. For more information on resolving health and safety issues, refer [WHS Consultation and Issue Resolution Procedure](#)

The meeting minutes will be provided to the Level 2 Safety Committee prior to their meeting.

### **8. Decision Making Procedure**

- Where possible, decisions will be made by consensus;
- When this is not possible, a vote will be taken amongst the members of the HSC.

### **9. Process for Review of this Constitution**

- The Constitution will be reviewed by the HSC at least every three years;
- A HSC member may make a request to the Chairperson that the Constitution be reviewed;
- Where possible, decisions will be made by consensus;
- When this is not possible, a vote will be taken amongst the HSC members, with 75% of the vote required to approve changes.

### **10. Functions of the HSC**

- Facilitate effective consultation and communication on health and safety matters with management, workers and students in the School/Centre/Unit {specify}. Activities include:
  - Talking with people in the workplace about their health and safety concerns,
  - Raising health and safety issues with management and the HSC,
  - Following up on outstanding items and giving feedback,
  - Preparing for and participating in HSC meetings and allocated tasks.
- Keep under review the measures taken to ensure the health, safety and welfare of persons at the place of work. Activities include:
  - Conducting scheduled workplace inspections,
  - Making recommendations on elimination or control of risks,
  - Assisting in the development or review of health and safety processes, documentation and initiatives (both local and UNSW),
  - Making recommendations on health and safety training requirements.
- Investigate and attempt to resolve health and safety issues using the resolution process described in the [WHS Consultation and Issue Resolution Procedure](#);
- Collaborate with supervisors/managers on the investigation and/or lessons learnt of work-related incidents and ill health issues, recommend corrective actions, and track completion of actions;
- Where appropriate, be an observer during any formal health and safety related investigation or inspection conducted by UNSW or WorkCover NSW;
- Assist management with other agreed health and safety initiatives, including the implementation of the Annual Safety Plan, provided that adequate resources are made available to do so;
- Consult on health and safety training requirements for the workgroup;
- Assist with the development, implementation and review of health and safety procedures.;
- Regularly consult with the level 2 HS committee to communicate any real or emerging safety issues including supporting any proactive/prevention initiatives

### **11. Evaluation of Compliance and HSC Effectiveness**

- Level 3 HSCs must complete the [L3 Health & Safety Committee Compliance Checklist](#) as a health check for their committee. Completion of this checklist is compulsory and required annually. 'Actions required' after completing the checklist need to be documented at the next L3 HSC meeting, with a due date for completing the actions.
- A summary of the self-evaluation and recommendations for improvement will be recorded in the minutes of the next meeting for communication to constituents.

## Appendix 1: HSC workgroups and representatives of those workgroups

Effective Date:

Chairperson:

Secretary:

The HSC is made up of the following workgroups and representatives:

<b>Name of Workgroup:</b>	<b>Name of Worker Representative:</b>	<b>Name of Management Representative:</b>

## **Appendix 2: Role of HSC Members and Chairperson**

### **Role of HSC Member:**

- represent the workers in their work group in relation to health and safety matters and raise any issues, that cannot be resolved locally, at the HSC meetings
- be the point of contact to enable the two directional flow of health and safety information to and from the HSC and constituents and level 2 Safety Committee
- monitor the measures taken to address risks in relation to their work group members
- assist in the investigation of issues or complaints from their work group members about health and safety
- assist with the inspection of the workplace for their work group

### **Role of a Health & Safety chairperson (minute taker may assist with some of these as appropriate)**

- Set the meeting schedule
- Accept agenda items from HSC members
- Draft the agenda based on items received and following review of minutes from previous meeting
- Ensure agenda items are allocated a sufficient time frame and all items are covered in the meeting
- Lead the meeting
- Ensures all HSC members have the opportunity to participate in meetings
- Seek decisions/advice from the management representative
- End discussion on agenda items if satisfied that they have been adequately addressed or if discussions have gone off track
- Communicate items that cannot be resolved to the Level 2 Health and Safety Management Committee if necessary
- Ensure that action items are allocated to the most appropriate person
- Review minutes taken by minute taker
- Co-ordinate the schedule for workplace inspections for the year and ensure they are carried out
- Participate in the workplace inspections
- Participate in incident investigations if requested