



Health, Safety and Wellness (HS&W) Committee

Terms of Reference

Rationale

As per The University of Queensland (UQ) Policy and Procedure Library (PPL) found at: <http://ppl.app.uq.edu.au/content/2.10.01-occupational-health-and-safety-committees> the rationale for this School-level committee is that *“the coordinated management of risk requires a greater level of local attention and monitoring by the School...”*. This School committee will support the Faculty OH&S Committee *“...by acting as the local vehicle for consultation on health and safety matters, as well as monitoring the implementation of the University OHS Management System within their area of responsibility”*.

Role of the HS&W Committee

The role of the HS&W Committee is to -

- (a) Facilitate the successful delivery of the annual School HSW Plan in alignment with that of the University and Faculty plans.
- (b) Assist in the implementation of relevant legislation and policies, and oversee the development of safe working procedures within the School.
- (c) Monitor outcomes arising from the periodic surveys and workplace inspections that are undertaken to detect hazards, and oversee the development of corrective actions plans to make recommendations for change.
- (d) Monitor hazard, injury, illness and incident reporting and record keeping, and review investigation and implementation of control measures for hazard, injury, illness, and incident reports.
- (e) Assist in facilitating the resolution of any HS&W issues referred to the Committee ensuring compliance with relevant legislation and policy, and that any decision is communicated to relevant workers affected by that decision, and that workers understand any new requirement.
- (f) Facilitate cooperation between management and staff in the resolution of HS&W issues and in developing and carrying out measures to ensure health and safety at the workplace.
- (g) Refer any important HS&W matters, not resolvable at the local level, to the Faculty HSW Committee.
- (h) Educate staff through the promotion of a HS&W workplace and activities that enhancing a healthy workplace.
- (i) Recommend HS&W priorities and/or activities to the Head of School and/or School Manager.

Members of the HS&W Committee shall:

- (a) Maintain confidentiality on all matters that require it;
- (b) Maintain objectivity, impartiality, and professionalism;
- (c) Advise the Chair of any Conflict of Interest in relation to any discussion item; and,
- (d) Uphold the School Values within and outside of the Committee.

Composition and Term of Appointments

Membership of the Committee for categories A through to G are all *ex officio* (i.e. based on their role). For membership categories H to K, expressions of interest (EOI) will be sought from eligible staff or students. Where more EOIs are received than positions available, the Head of School and School Manager will appoint from those who have expressed interest.

The Committee will endeavour to have at least 25% gender balance on the Committee.

Cat.	Membership Type
A	School Manager [Chair] <i>ex officio</i>
B	Head of School (HoS) <i>ex officio</i>
C	School Work Health & Safety Officer (WHSO) <i>ex officio</i>
D	Senior Laboratory Manager <i>ex officio</i>
E	Laboratory Managers <i>ex officio</i>
F	Faculty Health, Safety, Wellness & Facilities Manager or nominee <i>ex officio</i>
G	P&F Client Facilities Manager (CFM) [Precinct 3] or nominee <i>ex officio</i>
H	Representative from the School's Technical Staff
I	Representative from the School's Academic staff
J	Representative from the School's Postdoctoral staff
K	Representative from the School's HDR students

Membership

Cat	Name	Position	Email Contact
A	Mr Mark Reedman	School Manager	sm@civil.uq.edu.au
B	Professor Carlo Prato	Acting Head of School	hos@civil.uq.edu.au
C	Mr Shane Walker	WHSO	ohs@civil.uq.edu.au
D	Mr Fraser Reid	Snr Lab Manager	fraser@uq.edu.au
E	Mr Markus Fluggen	Lab Manager, Environmental	m.fluggen@uq.edu.au
E	Mr Sebastian Quintero Olaya	Lab Manager, Geotechnical	s.quintero@uq.edu.au
E	Mr Jeronimo Carrascal Tirado	Lab Manager, Fire Safety	j.carrascaltirado@uq.edu.au
F	Mr Ryan Anderson	HSW & Facilities Manager	ryan.anderson@uq.edu.au
G	Mr Craig Schaumburg	P&F CFM	c.schaumburg@uq.edu.au
H	Ms Ruth Donohoe	Technical Assistant	ruth@uq.edu.au
I	Dr Alistair Grinham	Senior Research Fellow	a.grinham@uq.edu.au
J	Vacant		
K	Vacant		

Administrative Arrangements

The WHSO will provide executive support to this committee.

Frequency of Meetings

The HS&W Committee will meet four (4) times per calendar year or as required.

Quorum

Quorum will be if greater than 50% of members are present.

Last Reviewed: November 2019

Next Review: November 2020