

1. DESCRIPTION AND REQUIREMENTS

The Dean or Vice-Principal shall ensure that a Budget Division (Faculty) EHS Committee is established. The membership of the EHS Committee shall comprise equal numbers of management representatives and staff representatives nominated by members of the DWG(s) within the Budget Division (Faculty).

The Committee provides a health and safety consultative mechanism of the Budget Division (Faculty) for management, staff and students to:

- facilitate cooperation between management, staff and/or students in instigating, developing and carrying out measures designed to ensure the health and safety of staff and/or students throughout the Budget Division (Faculty);
- formulate review and disseminate standards, rules and procedures relating health and safety that are to be carried out or complied with throughout the Budget Division (Faculty).

The Committee receives reports concerning environment, health and safety matters.

The Committee shall determine the nomination and election procedures for the election of employee members of the Committee.

Health and Safety Representatives and Deputy Health and Safety Representatives belonging to DWG within the Budget Division (Faculty) shall be members of the Committee, if practicable.

The Committee shall meet at least quarterly.

The minutes of the Committee shall be made available to staff and students.

Minimum attendance required for a quorum shall be the chair plus three (3) additional voting members.

2. MEMBERSHIP

The following membership guidelines have been provided to assist in establishing an effective EHS Committee.

The Committee may agree to establish alternative membership requirements, providing the alternative membership requirements comply with the OHS Act 2004.

Management Representative Members

Chair: Dean or Vice Principal or nominee

Deputy Chair: Faculty General Manager or nominee

Other: Management representatives nominated by the Dean or Vice Principal

Staff Health and Safety Representative Members

Elected Employee Health and Safety Representative(s)

Elected Deputy Health and Safety Representative(s)

Other staff members as determined by the members of the DWG

Non-voting Attendees

Staff Environment Advocate(s)

Nominee of General Manager EHS

Undergraduate student representative (if applicable)

Postgraduate student representative (if applicable)

Non-voting Observers

Other observers as determined by the Committee and invited by the Chair

Committee Secretariat

Nominee of Dean or Vice Principal

3. STANDING AGENDA ITEMS

1. Attendance/apologies
2. Minutes of the previous meeting
 - (a) Confirmation of Minutes
 - (b) Matters arising/outstanding action items from previous minutes
 - (c) Report from the nominated person regarding effectiveness of corrective actions from incident investigations
3. Minutes and reports received from other Committees
4. Reports and correspondence received by the Committee
5. Review of significant incidents that have occurred since the last meeting
 - (a) Review serious Incident Reports and Investigations
 - (b) Nominate an appropriate person to monitor the effectiveness of the corrective actions
6. Review progress towards Faculty EHS Objectives and Targets
7. Review of Environment, Health and Safety Policies and Procedures.
8. Workplace change to all or significant part of the Budget Division (Faculty) that may affect health and safety.

For use in conjunction with *Environment, Health & Safety Manual 8.5.New. EHS Representation and EHS Committees*.

For further information, refer to <http://www.unimelb.edu.au/ehsm-new/8.html#8.5> or contact your EHS Adviser/Manager in the EHS Unit.