

1. DESCRIPTION AND REQUIREMENTS

The Chair of the Budget Division (Faculty) EHS Committee shall ensure that the membership of the local EHS Committee shall comprise equal numbers of management representatives and staff representatives nominated by members of the DWG(s) within the local area.

The Committee provides a health and safety consultative mechanism of the local area 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 local area;
- formulate review and disseminate standards, rules and procedures relating health and safety that are to be carried out or complied with throughout the local area.

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 local area 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

As appointed by the Chair of the Budget Division (Faculty) EHS Committee

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 local area staff members

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 Chair

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 local area significant incidents that have occurred since the last meeting
 - (a) Review local area serious Incident Reports and Investigations
 - (b) Nominate an appropriate person to monitor the effectiveness of the corrective actions
6. Review progress towards local area EHS Objectives and Targets
7. Review of Environment, Health and Safety Policies and Procedures.
8. Workplace change to all or significant part of the local area 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.