



WORK HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

The Work Health & Safety Committee was established by the General Manager in 2014 in accordance with the Work Health & Safety Act 2011

2. PURPOSE

The purpose of the Work Health & Safety Committee (WH&S) is to:

- provide a forum that will allow consultation & discussion between management & employees to aid Charles Sturt Campus Services Limited in achieving a safe workplace
- enable all persons employed by Charles Sturt Campus Services Limited & by persons covered by the legislation to be able to refer matters to the Committee for advice & assistance

The committee brings together employees and management to assist in the development and review of health and safety policies and procedures for the workplace. The Committee will be the forum for consultation on the management of workplace health and safety across the whole of Charles Sturt Campus Services Limited and will therefore, as required, consider the development, implementation and review of policies and procedures associated with the organisation's work health and safety systems (source: Code of Practice - Work Health and Safety Consultation, Co-operation and Co-ordination, December 2011)

3. SCOPE

The Committee will operate within the guidelines of and/or in accordance with the:

- NSW Work Health and Safety Act (2011);
- NSW Work Health and Safety Regulation (2017); and
- Code of Practice - Work Health and Safety Consultation, Co-operation and Co-ordination
- Other

The Committee shall report to the Charles Sturt Campus Services Limited senior management team.

4. MEMBERSHIP

Work Health & Safety Committee will have the following membership:

- a) Southern Zone employee Representative(s)
- b) Northern Zone Representative(s)
- c) Management Representative(s)



The Committee shall consist of elected employee representatives, nominated by their peers, from each Zone and Management representatives appointed by the General Manager, Charles Sturt Campus Services Limited. The number of employee representatives must exceed the number of Management representatives. This committee will sit for two years when a new committee must be elected.

Once a committee is decided during the first meeting the following executive positions will be voted on, Chairperson, Deputy Chairperson & Secretary.

If the required numbers of employee representatives is not gained through an election, the Committee may co-opt additional representatives by invitation.

5. MEETINGS

Meetings will be held Bi-monthly at a minimum Quarterly.

Agenda items must be received no later than seven days prior to the next scheduled meeting. The Secretary will email the agenda items to each committee member on the Wednesday prior to the meeting.

6. RIGHT OF AUDIENCE AND DEBATE

A Right of Audience and Debate is granted to certain persons, who may be required to attend all, or part of those meetings, to receive notices of, and other communications relating to those meetings. Those granted Right of Audience and Debate are entitled to receive and to be heard at any meeting, or part of a meeting, the business of that meeting, but those persons shall not be entitled to vote.

The following persons will be granted a Right of Audience to Committee meetings:

- a) CSCS General Manager (Decision maker)
- b) Workplace Improvement Officer
- c) Northern/Southern Zone Manager (Decision maker)
- d) Any other person deemed suitable by the Committee