**Minutes**

Biological Sciences WHS Advisory Group

3rd February, 2015



**Present:** Liette Vandine, Marita Holley, Leanne Armand, Maria Castillo-Pando, Muhammed Masood, Peter Mahoney and Jo Cuomo.

**Apologies:** None

1. **Matters arising from previous minutes (15th October 2014)**

Nil

1. **Review Terms of Reference**

Members reviewed terms of reference and provided feedback.

Action: LV to update and circulate to committee members. HSR to send to FSE WHS coordinator.

1. **Committee name change**

University WHS has asked that all WHS committees be called Advisory groups. The new name for the committee is now “Biological Sciences WHS Advisory Group”.

1. **HSR Report**

MH: Two incidents were reported to the HSR. Both have been investigated.

MH: Generic risk assessment for Biology research labs will be circulated to Lab Supervisors to ensure that it is current for 2015.

MH: Lab inspections for 2015 are now open. Lab Supervisors will be notified.

1. **Update on office inspections**

Office inspections will be completed by committee members this year commencing late February.

Action: MH to notify department via departmental matters and circulate office inspection checklist.

1. **2015 Safety Awareness activity**

Ideas and timing for Safety initiative for 2015 were discussed. Committee decided on one day event to be held on Wednesday 30th September, 11 am – 2 pm.

Action: LV to confirm with HOD that this is a suitable day.

**7. Any other business**

Nil

**Meeting closed at 12.15 pm.**

**Appendix 1: Biological Sciences WHS Advisory Group Terms of Reference**

3rd February 2015

**Biological Sciences**

**Work Health & Safety Advisory Group**

**Terms of Reference**

1. **Role of Department Work Health & Safety**

The role of the committee is to;

* Facilitate co-operation between the Head of Department and workers (staff & HDR students) in instigating, developing and carrying out measures to ensure the health and safety of workers.
* Promote compliance with relevant WHS laws and regulations
* Promote a positive WHS culture within the department
* To assist in finding solutions to local work health & safety issues
* Co-ordinate (and undertake) WHS inspection regimes within the department
* Maintain appropriate WHS records
* Any other functions agreed between the Head of Department and the committee.

1. **Committee Members**

The WHS committee will comprise 5-8 members. Members are able to represent more than one area and will include representation from the following areas;

* Post graduate
* Academic
* Glasshouse
* W19 precinct
* Research laboratories
* Undergraduate laboratories
* Administration
* Department Health & Safety representative (HSR)

1. **Membership terms**

**Chair:** The chair of the WHS committee will be a committee member for a period of 5 years. This period includes one year as a member prior to taking the chair, a 3 year term as chair and one year post chair.

**Members:** Those sitting on the WHS committee will make a minimum commitment of two years.

Membership changes from year to year should not exceed 50%. Members who wish to complete their term should notify the Chair in early December of each year.

The Department **HSR** will represent the Department of Biological Sciences on the Faculty of Science WHS committee.

1. **Appointment of Members**

When the need arises a call for WHS committee members will be made to the Department. If necessary the Head of Department will assist in finding representatives.

A call for a new Chair will be made 12 months before retirement of the outgoing chair.

1. **Roles and Responsibilities of WHS committee Members**

The **Chair** is responsible for;

* calling and controlling meetings
* Ensuring that all members have the opportunity to participate in meetings
* Ensuring that agendas and meeting minutes are accurate and completed in a timely fashion

The **Committee members** are responsible for and commit to;

* Attendance at regular meetings
* Report any issues associated with the area they are representing
* Make timely recommendations and provide timely feedback to ensure smooth operation and achievement of tasks
* Assist and support the HSR in their role

The **HSR** is responsible for;

* Representing the department on the Faculty WHS committee
* Being a spokesperson for the committee
* Relaying appropriate advice to management
* Updating the department on Health & Safety matters
* Performing duties as outlined in the WHS Act 2011

1. **Reporting**

* The committee will report to the Head of Department regularly

1. **Meetings**

* The committee will meet at least once every 3 months
* At any reasonable time at the request of at least half of the members of the committee or
* If an urgent safety matter occurs within the department.

1. **Recommendation making process**

* The HSR will provide recommendations to the HOD based on discussions conducted at meetings.
* Typically, a consensus is reached on what recommendations to put forward to the HOD.
* If a consensus cannot be reached then the chair will call for a vote.
* All committee members are entitled to vote on any matter for deliberation.

1. **Current committee members**

* Marita Holley ( HSR)
* Liette Vandine (Chair)
* Muhammad Masood
* Maria Castillo-Pando
* Leanne Armand
* Peter Mahoney