



Terms of Reference

School of Chemistry Safety Committee

1. Purpose

The Occupational Health and Safety Act (2000) and the University of Wollongong OH&S Management System outlines a number of requirements in regards to workplace consultation and OH&S Committee representation. This guideline outlines the procedures taken by the School of Chemistry to comply with these requirements in the formation and responsibilities of the School OH&S committee.

2. Scope

This guideline applies to all students and staff in the School of Chemistry requiring representation and consultation in regards to OH&S issues.

3. References

OHS Regulations 2001.

Terms of Reference Workplace Advisory Committees

http://staff.uow.edu.au/ohs/consultation/wac/OHS058-wac_terms_reference.pdf

4. Definitions

School Safety Committee: This committee comprises of representatives from the various workgroups located within the School of Chemistry.

Faculty of Science Workplace Advisory Committee: Committee members, both Academic and General staff, are elected from the various Schools located within the Faculty of Science. Representation is based on the University of Wollongong Terms of Reference for Workplace Advisory Committees.

OH&S Central Committee: This committee comprises of representatives from key workplace groups across campus.

5. Procedure

5.1. Roles and Responsibilities of the School Safety Committee

The School Safety Committee has an advisory and consultative function. It acts to liaise between members of the School and to Head of School. It will also offer advice and attempt to act on recommendations from the Faculty of Science Workplace Advisory Committee and OH&S Central Committee. Supervisors are responsible for the health and safety of everyone in their work area; taking all measures practicable to identify and control hazards in the workplace.

The School Safety committee will:

- Encourage the Implementation of the University OH&S Management System at the workplace level.
- Encourage Safe work practices and promote co-operation in regards to OHS issues within the School.
- Initiate and implement training programs for staff and students as necessary and promote OH&S and safe work procedures through various activities.
- Advise corrective action and attempt to resolve OH&S issues within the School.
- Initiate and undertake School workplace inspections using standardised University of Wollongong checklists. Issue reports from these inspections.
- Develop and review OH&S policies, practices and consultative procedures on the School level.

5.2. Membership of the School OHS Committee

The composition of the School Safety Committee aims to represent all members of the School, both staff and students. It comprises of members from various sections of the workplace and ensuring a percentage of members nominated are from the high risk areas such as laboratories. Postgraduate student representatives are also elected.

Membership should comprise of at least:-

- Three academic members of staff preferably from different chemical research areas. It is encouraged that the Head of School also attend Safety Committee Meetings.
- Three general staff members preferably representing both teaching and research areas. It is encouraged that the laboratory manager be one of these representatives.
- Two post-graduate student members preferably from differing research groups.

The Chairperson for the School Safety Committee is elected by the committee. The Chairperson shall have a term of two years and is eligible for re-election. The Head of School may also nominate a School Safety Adviser and an OH&S Documentation Control Officer. Post-graduate representatives should remain on the committee for a period of twelve months.

5.3. Training for School of Chemistry Safety Committee Members

All School of Chemistry safety committee members should have completed UOW OHS unit training in:

- Addressing Hazards and Risk in the Workplace
- OH&S Principles for Workplace Advisory Committee Members

5.4. Safety Committee Meetings

The Committee meets bi-monthly. Minutes of meetings are recorded by the OHS Documentation Control Officer with a copy being posted on the OH&S notice-board located outside the tea-room. The routine agenda is as follows:-

- Attendance, time and location of the meeting.
- Business arising from the previous meeting.
- Safety Incidents and Issues that have occurred since the previous meeting.
- Items on the School OHS calendar.
- Progress on previously flagged items. This is to ensure unfinished business remains on the agenda so that action can be completed.
- Reports from Faculty WAC and OHS Central Committees.
- Any other business.

6. Reference Personnel

All changes to this document shall be referred to the School Safety Committee prior to implementation.

7. Documentation

OHS026	Laboratory Inspection Checklist http://staff.uow.edu.au/ohs/managingrisk/OHS026_Lab_Safety_Inspection_Checklist.pdf
OHS006.2	Office Inspection Checklist
	Workplace Inspection Reports
	School Safety Committee Meeting Minutes