

Purpose

The Committee's primary purpose is to enable engagement, participation and consultation among management, staff and elected Health and Safety Representatives (HSRs) on health, safety and wellbeing (HSW) matters affecting the School Business Unit or Department.

The Committee

- Review local health, safety and wellbeing risks, including risk assessments and the Schools, Departments or Business Units risk register to ensure controls remain effective and emerging risks are identified and managed
- Review reported incidents, injuries and near misses, including investigation findings, corrective actions and lessons learned
- Monitor the implementation and completion of corrective actions arising from incidents, investigations, audits, inspections and risk assessments
- Review the effectiveness of local emergency management arrangements, including emergency response plans, evacuation procedures, emergency exercises and preparedness activities
- Monitor the adequacy of first aid arrangements, including first aid coverage, equipment, training and compliance with university requirements
- Review the outcomes of workplace inspections, audits and assurance activities, and monitor progress against any recommendations or corrective actions
- Identify trends and areas requiring improvement in health, safety and wellbeing performance within the School, Department or Business Unit
- Escalate significant risks, incidents, systemic issues, resource requirements or matters requiring broader consideration to the relevant Faculty or Service Division Health, Safety and Wellbeing Committee
- Ensure that relevant information, decisions and actions from Faculty, Service Division and University-level HSW Committees are communicated and considered at the local level
- Must convene a minimum of four times a year prior to the main Faculty/Service Division HSW committee

Membership

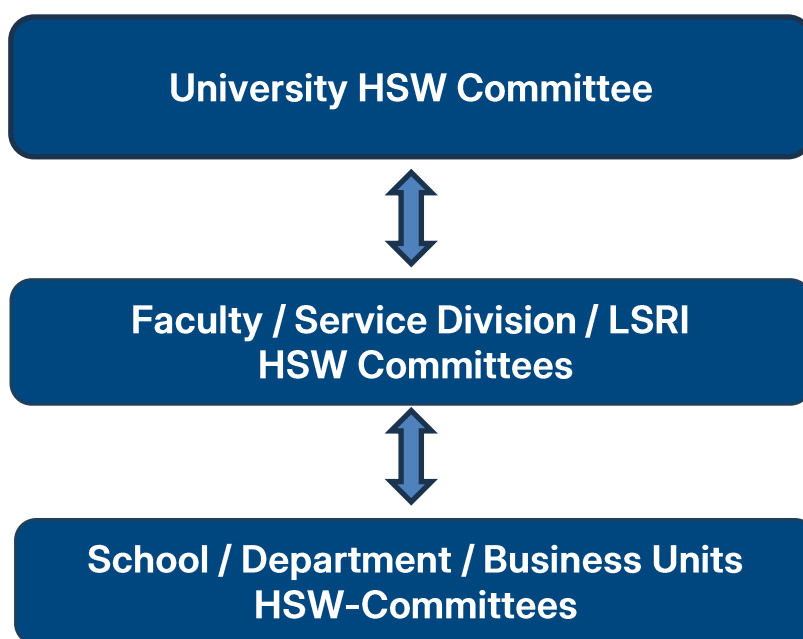
- Committees are to be convened with equal membership taken from management and elected health and safety representatives (HSRs)
- The Head of School / Director / Associate Director will chair the Committee and, where they are unable to attend, appoint an appropriate representative to chair the meeting on their behalf
- Technical Services Managers/representatives
- The Health, Safety and Wellbeing Manager or Advisor must be invited to attend
- Co-opted members/advisors may include Service Managers from the cross-cutting services e.g. Campus Environment, Connect, Security, People and Culture, student representatives and other specialist advisers who attend to report on campus-wide initiatives and issues

School / Department / Business Unit Health, Safety and Wellbeing Committee	Version: 1	Issue date: October 2026	Review Date: October 2029
Approved by: Associate Director, Health, Safety and Wellbeing	Document Owner: Associate Director, Health, Safety and Wellbeing		
Content Manager: Health, Safety & Wellbeing Manager	Once printed this document is uncontrolled		
Health Safety and Wellbeing Management System	HSW002.4	Page 1 of 2	

Model Terms of Reference

- Establish annual HSW goals and objectives
- Review health, safety and wellbeing performance and monitoring activities
- Review incidents, injuries, hazards, risk assessments and trends
- Monitor corrective actions arising from incidents, audits, inspections and investigations
- Monitor HSW training requirements and completion
- Review the effectiveness of local HSW systems, procedures and controls
- Consider HSW concerns raised by staff, students, HSRs and other stakeholders
- Share relevant information from Faculty, Service Division and University HSW Committees
- Monitor progress against agreed HSW plans and objectives
- Ensure appropriate emergency preparedness arrangements are in place, including training, equipment and exercises
- Consider any items that should be escalated to the Faculty or Service Division

HSW Governance Structure



School / Department / Business Unit Health, Safety and Wellbeing Committee	Version: 1	Issue date: October 2026	Review Date: October 2029
Approved by: Associate Director, Health, Safety and Wellbeing	Document Owner: Associate Director, Health, Safety and Wellbeing		
Content Manager: Health, Safety & Wellbeing Manager	Once printed this document is uncontrolled		
Health Safety and Wellbeing Management System	HSW002.4	Page 2 of 2	