

University Health, Safety and Wellbeing Committee

Requirements

- The Committee will meet four times a year
- On behalf of the University Executive Committee (UEC), the Committee will facilitate engagement, participation and consultation with health and safety representatives and unions on the planning, delivery, monitoring and review of key health, safety and wellbeing issues.
- The Committee will provide assurance to The University of Auckland, via the Audit and Risk Committee, as to the efficacy of its arrangements for the management of health, safety and wellbeing.

Model Terms of Reference

- To review the scope of the University's health and safety organisational arrangements (health and safety management system) to ensure that they are comprehensive and complete, with clear accountability for different roles.
- To consider new and emerging risks affecting the University, or changes in knowledge or best practice in managing existing risks, and initiate proposals for the University HSW Management Group to add to or amend the University's health and safety policy, standards and procedures.
- To consider reports that advise on systematic compliance with occupational health and safety legislation, and relevant regulations, standards and codes of practice.
- To discuss issues of health and safety policy and practice raised by the chair of a Faculty/Service Division Health and Safety Committee and/or health and safety representatives.
- To review and discuss formal proposals raised by a health and safety representative, if not previously resolved at a Faculty/Service Division level.
- To monitor the University's arrangements for the management of health and safety via reports from the Health, Safety and Wellbeing team including:
 - Reports from the Associate Director of Health, Safety and Wellbeing.
 - Reports of untoward incidents carrying major risk to health and safety.
 - Reports of any enforcement visits, interactions and notices served on the University by WorkSafe New Zealand, Ministry for Primary Industries, Office of Radiation Safety, or other regulatory body.
 - Reports on issues of significance from the Faculty and Service Division Health and Safety Committees, University Biological Safety Committee, Advisory Groups (e.g. Risk Management; Asbestos) or direct from Deans and other members of the University Executive Committee (UEC).
- To report regularly to the Council, via the Vice-Chancellor's report, and the Audit and Risk Committee, on routine business and monitoring information; including appraising Council of accidents, incidents and major or emerging risks.
- To advise on the University's participation, as an accredited employer, in the ACC 'Accredited Employer Partnership (AEP) Programme'.

Faculty/Service Division Health, Safety and Wellbeing Committee	Version: 2	Issue date: November 2023	Review Date: November 2026
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Membership

NB – attendance or representation of all members is expected at every meeting. The Chair has a deputy assigned in these terms of reference; it is the responsibility of all other members to appoint a deputy when offering apologies for non-attendance and delegate their authority to make decisions on behalf of the area or cohort they represent (as indicated below).

<ul style="list-style-type: none"> Vice-Chancellor - Chair 	
University Management:	Representing:
<ul style="list-style-type: none"> Director of Human Resources - Vice-Chair 	<ul style="list-style-type: none"> People and culture; Staff management
<ul style="list-style-type: none"> Deputy Vice-Chancellor (Research) 	<ul style="list-style-type: none"> Academic interests
<ul style="list-style-type: none"> Deputy Vice-Chancellor (Operations) and Registrar 	<ul style="list-style-type: none"> Professional staff
<ul style="list-style-type: none"> Director of Campus Life 	<ul style="list-style-type: none"> Student services and support
<ul style="list-style-type: none"> Associate Director, Health, Safety and Wellbeing. 	<ul style="list-style-type: none"> HSW management standards and systems
Health and Safety Representation	
<ul style="list-style-type: none"> Two health and safety representatives (HSRs) appointed by the Unions. 	<ul style="list-style-type: none"> Staff
<ul style="list-style-type: none"> A student representative appointed by the Auckland University Students' Association (AUSA). 	<ul style="list-style-type: none"> Students
<ul style="list-style-type: none"> One elected HSR from a Faculty – appointed by the Faculties' HSR Forum 	<ul style="list-style-type: none"> Faculty staff
<ul style="list-style-type: none"> One elected HSR from a Service Division – appointed by the Services HSR Forum 	<ul style="list-style-type: none"> Professional service staff
<ul style="list-style-type: none"> One elected HSR from a subsidiary, LSRI, or other semi-autonomous part of the University 	<ul style="list-style-type: none"> Other staff