

University Health, Safety & Wellbeing Committee

Requirements

- The Committee will meet six times a year
- On behalf of the University Executive Committee, 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

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)
 - Reports from the University Fire Safety Committee
- 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

University Health, Safety & Wellbeing Committee Terms of Reference	Version: 4	Issue date: October 2026	Review Date: October 2029
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Content Manager: Health, Safety & Wellbeing Manager	Once printed this document is uncontrolled		Page 1 of 2

- To advise on the University's participation, as an accredited employer, in the ACC Accredited Employer Partnership (AEP) Programme
- To receive reports and matters arising from Faculty, Service Division and Large-Scale Research Institutes Health, Safety and Wellbeing Committees

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).

University Management:	Representing:
Vice-Chancellor - Chair	
Director of Human Resources - Vice Chair	People and culture; Staff management
Deputy Vice-Chancellor (Research and Innovation)	Academic interests
Chief Operating Officer and Registrar	Professional staff
Director Student and Scholarly Services	Student services and support
Chief Property Officer	Campus Environment
Associate Director, Health, Safety and Wellbeing	HSW management standards and systems
Health and Safety Representation	
Two health and safety representatives (HSRs) appointed by the Unions	• Staff
Two student representatives appointed by the Auckland University Students' Association (AUSA)	• Students
Three elected HSRs appointed by the Health and Safety Representative Community of Interest (HSR Col), including at least one academic and one professional staff member	• Staff