

University Health, Safety and Wellbeing Committee

Requirements

- The Committee will meet four times a year.
- On behalf of the Senior Leadership Team, 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 and safety issues.

Terms of Reference

- To review the scope of the University's health and safety organisational arrangements (occupational health and safety management system) to ensure that they are comprehensive and complete, with clear accountability for different roles.
- To consider and initiate proposals to add to or amend the University's health and safety policy, standards and procedures.¹
- To check and 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 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 on any enforcement interactions and notices served on the University by WorkSafe New Zealand, Ministry for Primary Industries or other regulatory body.
 - Reports on issues of significance from the Faculty and Service Division Health and Safety Committees, University Biological Safety Committee, or direct from Deans and other members of the senior leadership team (SLT).
- 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 apprising Council of accidents, and any incidents, and major risks.
- To advise on the University's participation, as an accredited employer, in the ACC 'Partnership Programme'.

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- ¹ Significant changes to policy require the approval of the Vice-Chancellor, but the committee itself is authorised to resolve other changes and additions, before submission to the Staff Advisory Committee. The consultation procedure will be followed as appropriate.

Membership

- The Committee is chaired by the Vice-Chancellor
- The Committee's vice-chairs are the Director of Administration and Director of Human Resources (Adrienne Cleland and Andrew Phipps)
- Equal membership taken from leadership, and management, and health and safety representatives;
 - A Dean of a Faculty – Professor Nicolas Smith, Dean of the Faculty of Engineering
 - Chief Executive Officer of UniServices – Dr Andy Shenk
 - Director of Campus Life – Brendan Mosley
 - Director of Property Services – Peter Fehl
 - Three Faculty health and safety representatives appointed by the Vice-Chancellor
 - Ashleigh Fox, Technical Officer, Arts
 - Kenneth Murgitroyd, Technician, CAI
 - Mary Spellman, Laboratory Manager, FHMS
 - Heather Dawson, Content writer and Coordinator, NICA
 - Two health and safety representatives appointed by the Unions
 - Dr Barry Hughes, TEU, Branch Health and Safety Officer
 - Marie O'Connell, PSA
 - A student appointed by the Vice-Chancellor
 - Rebecca Jelley, Chemical Sciences (PhD student)
- The power to co-opt one or two specialists
- Associate Director, Health, Safety and Wellbeing – Angus Clark