



Document number	Initial Issue date	Current version	Current Version Issue date	Next review date
SWSCS.WHS.634.CC.1.4	10/03/2008	4	01/03/2013	28/02/2014

FACULTY OF MEDICINE
South Western Sydney Clinical School (SWSCS)
Level 3
Workplace Health & Safety (WHS) Committee

1. Role of the Committee

The role of the Committee is to:

- assist the Head of School to meet their legal responsibility to consult with employees on matters that impact on their health, safety and welfare;
- to facilitate a safe work environment by developing and documenting WHS programs to coordinate training of staff and students and by overseeing the execution of the WHS Implementation Plan
- facilitate effective consultation with employees and students in order to identify and resolve WHS issues at the local level where they arise; and
- perform functions specified in section 18d of the [NSW Occupational Health and Safety Act 2000](#) and clause 30 of the [NSW Occupational Health and Safety Regulation 2001](#).

2. Scope of the Committee

The Committee must comply with the requirements of the NSW WHS Regulation 2001 and they include:

- assist local management to identify, assess and control OHS risks to staff, students and visitors
- assist local management to investigate work related accidents and potential health issues and to recommend remedial and preventive actions
- assist local management to monitor compliance with WHS regulations relevant to the SWSCS

The physical areas covered by the Committee include:

- Level 2, Clinical School admin office, Liverpool Hospital
- Level 1, Medical Student Common Room, Liverpool Hospital
- Ground Floor, Simulation & Skills Centre, Liverpool Hospital
- Level 1, Clinical School admin office, Bankstown Hospital
- Level 1, Medical Students Common Room, Bankstown Hospital

The Committee will address WHS issues pertaining to:

- the work environment and business activities on Liverpool and Bankstown campus;
- employees who are working from home; and
- employees and students who work and study off-campus, e.g. GP clinics, hospitals, etc

The workgroups covered by the Committee include:

- medical students
- academic staff
- research staff
- general staff
- contractors

3. Composition of the Committee

The Committee comprises of representatives of all UNSW interests within SWSLHD (Western zone):

- the composition of the Committee meets the requirements specified in the [NSW Occupational Health and Safety Regulation 2001](#);
- the parties represented on the Committee are (refer to Attachment 1);
 - SWSCS – Liverpool Hospital
 - SWSCS - Bankstown Hospital
- the total number of Committee members is five (5) and the membership ratio is:
 - Elected employee representatives – Three (3), one representative from each workgroup
 - Elected student representatives – None
 - Employer representatives – Two (2) (this number must not exceed the number of employee reps)
- a current list of Committee members and their role on the Committee (ie workgroup represented and whether employee or employer representative) is provided as Attachment 1
- the list of members will be maintained by the Secretary and made available to staff via School web site, WHS noticeboard and by email.

4. Election of Employee Representatives and Chairperson

- the Chairperson is elected from the elected employee WHS Representatives;
- new elections for employee representatives and for the Chairperson are called as soon as practicable after a position becomes vacant, and are held at least every two years;
- elections are conducted in a manner consistent with recognised democratic principles;
 - one month before expiry of term, Secretary to put out call for nominations
 - Nominations must be accompanied by signatures of nominator, seconder and nominee
 - Names of nominated staff shall be placed on OHS noticeboard and/or circulated by email
 - If only one nomination is received for a position, the nominee is deemed elected by default
 - If more than one nomination is received for a position, full and part-time staff will vote at an arranged School meeting.
 - Voting is by consensus, if his is not possible then by majority vote.
- election records are maintained:
 - election results are communicated to all constituents via a combination of email, notice board, web site and staff meetings
 - records are held in Manager's office and N drive
 - Secretary of SWSCS Level 3 Committee will be responsible for update of records
 - School Manager will be responsible for the security of the records
- resignation
 - an employee representative may resign at any time.
 - Chair may appoint another employee from that work section for the balance of the term of office, unless decided otherwise by a meeting of employees. In that case, election process is followed as outlined above.

5. Employer Representative(s)

- the Head of School is the employer representative on the Committee;
- if the Head of School is unable to attend a meeting the School Manager will act on their behalf in WHS matters;
- responsibilities would include :
 - approve agenda papers for each meeting, convene meetings, endorse minutes of meetings
 - chair meetings or nominate an acting chair if necessary
 - accept copies of all accident report forms and assist in accident investigation where requested
- the Secretary's responsibilities include the following :
 - draft agenda, take, type and distribute the minutes of meeting and related correspondence
 - plan and organise meetings

6. Committee Meetings

- Ordinary meetings are held quarterly and preferably four weeks before the Level Two Faculty of Medicine meeting;
- Special meetings can be called at the request of any Committee member, provided notice is given at least fourteen days before the meeting;
- the meeting quorum is four, three employee/student WHS Representatives and one Employer Representative ;

- a meeting agenda is prepared by the Secretary with input from all Committee members and approved by the Chairperson for dissemination at least two days prior to the meeting date;
- minutes are recorded by the Secretary and approved by the Chairperson for dissemination within two weeks of the meeting being held
- minutes are communicated to all constituents via email, notice board, web site, staff meetings, or combined approach

7. Decision Making Procedure

- Where possible, decisions will be made by consensus;
- When this is not possible, a vote will be taken amongst the members of the Committee

8. Process for Review of this Constitution

- The Constitution will be reviewed by the Committee at least every two years;
- A Committee member may make a request to the Chairperson that the Constitution be reviewed;
- Where possible, decisions will be made by consensus;
- When this is not possible, a vote will be taken amongst the members of the Committee, with 75% of the vote required to approve changes.

9. Functions of the Committee

- Facilitate effective consultation and communication on WHS matters with management, staff and students in the School/Centre/Unit {specify}. Activities include:
 - Talking with people in the workplace about their health and safety concerns,
 - Raising WHS issues with management and the Committee,
 - Following up on outstanding items and giving feedback,
 - Preparing for and participating in Committee meetings and allocated tasks;
- Keep under review the measures taken to ensure the health, safety and welfare of persons at the place of work. Activities include:
 - Conducting scheduled workplace inspections,
 - Making recommendations on elimination or control of risks,
 - Assisting in the development or review of WHS processes, documentation and initiatives (both local and UNSW),
 - Making recommendations on WHS training requirements;
- Investigate and attempt to resolve WHS problems using the resolution process described in the UNSW WHS Consultation Procedure;
- Collaborate with supervisors on the investigation of work related incidents and ill health issues, recommend corrective and preventive action, and track completion of actions; and
- Where appropriate, be an observer during any formal WHS-related investigation or inspection conducted by UNSW or WorkCover;
- Assist management with other agreed WHS initiatives, provided that adequate resources are made available to do so.

10. Evaluation of Compliance and Committee Effectiveness

- The Committee will evaluate itself at least annually using the UNSW Level 3 WHS Committee Evaluation Checklist;
- A summary of the self-evaluation and recommendations for improvement will be recorded in the minutes of the next meeting for communication to constituents.

11. Amendment of the Constitution

- The motion may be moved and seconded by any committee member to amend this Constitution, except where the amendment would contravene legislation or regulations;
- The proposed amendments must be submitted in writing or by e-mail to the Chair or Secretary for inclusion on the agenda for the following meeting;
- The motion shall then be voted on, using the voting procedure described under "Meetings" above

12. Dispute resolution

- Actual or potential health and safety hazards raised with or identified by committee members should be reported to the relevant line manager(s) in the first instance, and then to the Head of School
- If the committee is unable to satisfactorily resolve a workplace health and safety matter at the workplace that it is entitled to investigate, it may request an inspector from the NSW WorkCover to mediate the matter.

Attachment 1: Membership of SWSCS WHS Level 3 Committee

Effective Date: 01/09/2008

Chairperson: Professor Jeremy Wilson
Secretary: Lorinda Masri

{Use the table below or list the members and identify which workgroup they represent}

Workgroup	Management Representative	Employee Representative
South Western Sydney Clinical School	Jeremy Wilson	
South Western Sydney Clinical School	Craig Smith	
South Western Sydney Clinical School		Lorinda Masri
South Western Sydney Clinical School		Vincent D'cruz
University of New South Wales (Medical Faculty Representative)		Blathnaid Farrell

Liverpool Hospital Representative : Leslie Gibbs (OHS Manager)