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.

Model 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:
  o Reports from the Associate Director of Health, Safety and Wellbeing.
  o Reports of untoward incidents carrying major risk to health and safety.
  o Reports on any enforcement interactions and notices served on the University by WorkSafe New Zealand, Ministry for Primary Industries or other regulatory body.
  o 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’.

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
- Equal membership taken from leadership, and management, and health and safety representatives;
  - A Dean of a Faculty
  - Chief Executive Officer of UniServices
  - Director of Campus Life
  - Director of Property Services
  - Three Faculty health and safety representatives appointed by the Vice-Chancellor
  - Two health and safety representatives appointed by the Unions
  - A student appointed by the Vice-Chancellor
- The power to co-opt specialists
- Associate Director, Health, Safety and Wellbeing