
Summary

To comply with the requirements of the Occupational Health and Safety (OHS) Act 2004 (Vic), units, departments, centres and schools within the Faculty of Medicine, Dentistry and Health Sciences (FMDHS) must ensure that there is a consultative process in place to discuss the Health and Safety of their staff and students. This Committee should also follow the requirements set out by University of Melbourne: <https://policy.unimelb.edu.au/MPF1189>

A FMDHS local OHS Committee is formed based on co-located units, departments, centres or schools within a building or geographical location.

Terms of Reference

1. Facilitate co-operation between the management, staff and/or students in instigating, developing and carrying out measures designed to ensure the health and safety throughout the local area;
2. Formulate, review and disseminate standards, rules and procedures relating to occupational health and safety that are to be carried out or complied with throughout the local area;
3. The Committee receives reports concerning health and safety matters relevant to its area/s and assists in improvement and implementation of the health and safety within the local area.
4. The Committee should take account of communicating any relevant OHS issues with other unit/department geographically co-located as outlined in the current FMDHS Structure and Governance Arrangement.

Membership and Structure

General membership

Ideally, membership should comprise equal numbers of management and staff representatives of all FMDHS tenants of a building/site. If numbers cannot be equal, staff representatives should be more than the management representatives.

If a designated work group (DWG) is formed and a health and safety representative (HSR) is elected, this respective HSR shall be invited and be a member of this local OHS committee.

An invitation can be extended to:

- Professional staff representative (s)
- Academic staff representative (s)
- Student representative (s)
- Host organisation representative (non-voting)

Chair

- Chair is chosen by committee members through voting.
- Committee can decide to rotate the Chair role.
- Chair should determine if there is conflict of interest and if a quorum is met.

Committee Executive

- Respective OHS Advisor for that site/building.
- This role is responsible for setting up the agenda, preparing the meeting minutes and disseminating the information to relevant recipients.

Subject-matter experts (if applicable)

Example:

- Respective FMDHS Laboratory Manager/s
- Respective Facilities Coordinator
- Biosafety/Radiation Officer
- Emergency Controller Consultant, etc.

Observers

The Committee may also invite observers such as:

- FMDHS OHS Manager
- Other relevant parties

Membership template

Name of building/location/site:	Redmond Barry Building, Parkville
Chair:	Sarah Wilson (Head of School)
Committee Executive:	Swaved Marcinski
Subject-matter experts (If applicable):	

Members		
FMDHS Unit/department/centre	Representative name	Management/staff/student
Melbourne School Psychological Sciences	Sarah Wilson	Management (HoS)
	Janine Sala	Management (SM)
	Christian Nicholas	Academic Staff
	Julian Simmons	Academic Staff
	Liz Sayers	Professional Staff
	Cameron Fletcher	Professional Staff – MSPS HSR
	William Turner	PhD Student

Standing Agenda Items

1. Attendance/apologies
2. Approval from previous minutes
3. Matters arising/outstanding action items from previous minutes
4. Reports received from FMDHS OHS Committee and other relevant OHS Committees, e.g. department/school's OHS committee located on different building/site
5. Progress on local (i.e. organisational unit) objectives and targets
6. Review and authorization of new/updated local OHS Policies and Procedures
7. Report on:

- Significant incidents within local areas (i.e. geographical and relevant department/s)
- OHS issues within local areas (i.e. geographical and relevant department/s)
- Cyclic Event Checklist
- Action items from inspections
- Emergency/security issues for area, including other department/s geographically co-located (if any)
- Issues/emergency/security of other locations (if relevant)
- Chemical, radiation and biological safety reports (if any)
- Workplace change to both local (i.e. organisational unit) area and area/department/s geographically co-located, that that may affect health and safety (if any)

8. Other business

- Audit program (if any)
- Progress on training achievement

Meeting and Reporting

Meetings

The Committee shall meet at least four (4) times per year.

Quorum

- Minimum attendance required for quorum shall be the Chair and half of the voting members.
- If a vote is required, there shall be an equal number of employee and management representatives, ensuring balanced representation from all FMDHS tenants on site/within a building. Or, if this cannot be achieved, the number of employee representatives should be more than the number of management representatives, ensuring balanced representation from all FMDHS tenants on site/within a building.

Agenda and Minutes

Agenda should be set and minutes should be taken.

The minutes of the meeting shall:

- ◆ Show an attendance record
- ◆ List all outstanding action items and responsible person/s

Reports

The minutes of the Committee shall be made available to staff and students within local (i.e. building/site and organisational unit) area/s.

The minutes should be distributed to other relevant managers/head of departments/head of school. All local OHS Committee agendas and minutes are made available on the FMDHS OHS shared drive.

A summary of these minutes may be prepared by the FMDHS OHS Manager to facilitate biannual reports to Head of Departments/units, Head of Schools and School Managers through their relevant School Executive Committees.