

## **Local Work Health and Safety (WHS) Committees Terms of Reference**

This document should be read in conjunction with the [University WHS Consultative Committees Procedure](#).

The Terms of Reference of the Local WHS Committee may be agreed by the Committee to reflect local requirements but should include:

- Providing a vehicle for progression of WHS issues and consider matters referred by HS Representatives.
- Formally record, action and close local WHS issues and escalate unresolved issues to the UWHSC as required.
- Monitor School/Service Centre compliance and non-compliance against relevant statutes, National and State Codes and University Policy.
- Reviewing incidents and lessons learnt to:
  - Review incidents and ensure investigations address the root cause
  - develop and implement measures that assist with prevention and reoccurrence of similar incidents; and
  - communicate the incident findings to the School/ Service Centre.
  - Monitor, address and close out actions from incidents and actions arising from these.
- Assisting in identifying WHS training needs and monitoring compliance.
- Raising the awareness, profile and commitment to WHS within the School or Service Centre.
- Reviewing School / Service Centre WHS hazard risk assessments, make recommendations and provide guidance to eliminate hazards or reduce the risk so far as is reasonably practicable and where necessary ensure escalation of hazards to the School/Service Centre Hazard Risk Register. Track actions and improvements and ensure they are addressed and communicated accordingly.
- Supporting and monitoring, in consultation with local WHS Committee members, the integration of WHS principles into School or Service Centre's Operational Plans.
- Review the School or Service Centre schedule of workplace inspections and progress to completion any actions arising from the inspections.
- Providing information and recommendations to the School or Service Centre Executive team on a quarterly basis on WHS matters including a summary of risk assessment reviews that include radiation, biosafety and hazardous substances hazards.
- Provide a summary report in accordance with the WHS Reporting requirements provided by the Work Health and Safety team annually.