



**UNIVERSITY OF NEW SOUTH WALES
Faculty of Engineering
School of Computer Science and Engineering (CSE) OHS Committee**

Constitution for Level 3 Workplace OHS Committee

1. Role of the Committee

This Committee is a Level 3 Workplace OHS Committee as described in the UNSW OHS Consultation Procedure.

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;
- Facilitate effective consultation with employees and students in order to identify and resolve OHS 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 physical areas covered by the Committee include:

- Building K17

The Committee will address OHS issues pertaining to:

- The work environment and business activities on campus;
- Employees who are working from home; and
- Employees and students who work and study off-campus, eg on field excursions.

3. Composition of the Committee

- The composition of the Committee meets the requirements specified in the [NSW Occupational Health and Safety Regulation 2001](#);
- The workgroups represented on the Committee are:
 - Academics (all full time, part time, visiting academics and research associates)
 - General administrative staff (FIPRAS, School Office etc); there will be 2 representatives on the Committee from this workgroup
 - General technical staff (CSG and all other non-administrative staff including staff using and controlling the Teaching Laboratories)
 - PhD students and Research staff

- Students using the Teaching Laboratories (undergraduates or coursework students)
 - Staff, visitors and other users of the Third Floor Laboratories
 - Staff and visitors of the Engineering Faculty Unit
- The non-regulatory positions on standing invitation from the Committee are:
 - The CSE Facilities representative
 - The OHS Compliance Officer or equivalent position
 - The Sector Emergency Control Officer
 - The total number of Committee members is and the membership ratio is:
 - Elected employee representatives – 8
 - Employer representatives – 1 (Note: this number must not exceed the number of employee representatives)
 - Non-regulatory positions - 3
 - A current list of Committee members and their role on the Committee (ie workgroup represented and whether employee or employer representative) will be made available to staff on the School OHS website, on the School's OHS noticeboard and near the entry to every lift within K17.

4. Election of Employee Representatives and Chairperson

- Elections are conducted in a manner consistent with recognised democratic principles:
 - All employee representatives are elected by the members of the workgroup they are to represent
 - The Head of School will call for nominations for vacant employee representative positions on the committee, with a specified deadline for nominations
 - When there is only one nomination for a position, that person is deemed to be elected to that position
 - When there is more than one nomination for a position:
 - The election will be conducted by email
 - The receiving officer will be nominated by the committee, but must not be a member of the committee or a candidate for nomination
 - Results will be tallied using the first past the post system
 - Voting is not compulsory
 - Workgroups are to be made aware of their elected representative as soon as the results are known
 - A person is entitled to vote for a workgroup representative if they are a member of that workgroup
 - It is acknowledged that persons may be a member of more than one workgroup, in which case that person is entitled to participate in votes for each workgroup representative of which they are a member
 - A person is considered to be a member of a workgroup if they believe they are, and there are no reasonable grounds to dismiss their claim of membership
- The Chairperson is elected from the elected employee OHS Representatives;

- The Secretary is elected from the elected employee OHS Representatives;
- New elections for employee representatives, the Chairperson and the Secretary are called as soon as practicable after a position becomes vacant, and are held at least every two years;
- Election records are maintained by the Executive Officer. The election records are located on the email server of the Executive Officer.

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 they will appoint a delegate with authority to act on their behalf in OHS matters;

6. Committee Meetings

- Ordinary meetings are held every 3 months as scheduled by the committee secretary;
- Special meetings can be called at the request of any Committee member, provided notice is given at least 7 days before the meeting;
- The meeting quorum is obtained for committee meetings when at least four employee OHS Representatives and one Employer Representative are present
- A meeting agenda is prepared by the Secretary with input from all Committee members and approved by the Chairperson for dissemination 7 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 and website.

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 OHS matters with management, staff and students in the School. Activities include:
 - Talking with people in the workplace about their health and safety concerns,
 - Raising OHS 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 OHS processes, documentation and initiatives (both local and UNSW),
 - Making recommendations on OHS training requirements;
- Investigate and attempt to resolve OHS problems using the resolution process described in the UNSW OHS 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 OHS-related investigation or inspection conducted by UNSW or WorkCover;
 - Assist management with other agreed OHS 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 OHS 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.