FACULTY/ DIVISION MEDICINE
ST GEORGE AND SUTHERLAND CLINICAL SCHOOL
Level 3 HS Consultation Committee Constitution

1. The purpose of the Committee
This Committee is a Level 3 Health & Safety (HS) Consultation Committee (HSC) as described in the UNSW HS Consultation Procedure.

The purpose 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 HS issues at a local level where they arise; and
• To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace
• Any other functions prescribed by the regulations or agreed between the PCBU and the committee”

Section 77 of Work Health and Safety (WHS) Act 2011

2. Scope of the Committee
The physical areas covered by the Committee include:
• W.R. Pitney Building Levels 1, 2 & 3
• Research and Education Centre ground floor Student Common Room and Levels 2 & 3
• St George and Sutherland Clinical Teaching Unit’s at St George and Sutherland hospitals

The Committee will address HS issues pertaining to:
• The work environment and business activities at St George and Sutherland Clinical School
• Employees who are working from home and
• Employees and students who work and study off-campus, e.g. on field excursions

3. Composition of the Committee
• The composition of the Committee meets the requirements specified in the section 76 of the WHS Act
• Employer Representative
• Level 3 Research Laboratory
• Clinical School Administrative Office
• Surgery Laboratory
• Cancer Care Laboratory
• Immunology Laboratory
• Medicine Laboratory
• Clinical Teaching Unit
• Level 2 Research Laboratory
• Radiation Laboratory
• St George Hospital HS Co-ordinator
• Faculty of Medicine H&S Coordinator
• The total committee members is 15 and the membership ratio is
  o Elected employee representatives – 12
- Visitors/Observer – 2
- Employer representative – 1

- The list of members will be maintained by the Secretary and made available to staff via a combination of methods including School website, WHS notice boards

4. Election of Worker Representatives and Chairperson

- Elections are conducted in a manner consistent with recognised democratic principles. A list of candidates up for nomination is circulated school wide, staff & students of the St George and Sutherland Clinical School can nominate from this list or nominate another person from the school by the specified date
- The Chairperson is elected from representatives on the HS Consultation Committee (Note: The Chairperson does not need to be an ‘elected Worker Representative”, but it is preferable)
- New elections for worker representatives and for the Chairperson are called as soon as practicable after a position becomes vacant, and are held at least every 2 years;
- Evidence of elections being conducted is documented in (e.g. email request for nominations, documented in committee meeting minutes

Role of the Chairperson

- Accept agenda items from committee representatives
- Draft the agenda with the Secretary based on items received and following review of minutes from previous meeting
- Chair the meeting
- Ensures the Head of School or his deputy is present at meetings
- Oversees the organisation of elections
- Ensure that action items are allocated to the most appropriate person
- Participate in incident investigation if requested
- The Secretary and Deputy Secretary are elected from the elected employee WHS Representatives

Role of the Secretary

- Assists the Chairperson in his or her duties
- Notifies members of meetings
- Circulates the agenda
- Record the minutes and distributes them as soon as possible after meetings
- Draw up the HS workplace inspection roster

Role of the Committee Members

- Liaise with staff and students concerning health and safety matters
- Attend WHS Committee meetings
- At meetings, speak on items they have raised and report on progress of follow up actions
- Carry out workplace inspections
- Investigate accidents
- Carry out assigned tasks to implement the WHS Management System at the St George & Sutherland Clinical School
- Encourage active participation by all staff in WHS activities
- Upon election or appointment all members who have not previously undergone such training must complete as soon as possible the WorkCover approved course for Members of the WHS Committee
- 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
- Election records are maintained by the School Manager

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 WHS matters;

6. Committee Meetings
- Ordinary meetings are held every 2 months;
- Meetings may be cancelled or postponed but periods between successive meetings must not exceed three months.
- The committee meets in the meeting room on level 3 of the Research & Education Centre.
- Special meetings can be called at the request of any Committee member, the time and date of these meetings will be arranged by Chairperson & Head of School.
- The meeting quorum is 5 employee WHS Representatives and one Employer Representative;
- All members of the Committee must attend at least 80% of all Clinical School WH&S committee meetings.
- Non-members may attend committee meetings as observers or to speak about health and safety issues but may not vote on any matter.
- Non-members may raise items for the agenda by putting forward items to any WHS Committee member.
- A meeting agenda is prepared by the Secretary with input from all Committee members and approved by the Chairperson for dissemination 3 days prior to the meeting date;
- Minutes are recorded by the Secretary and approved by the Chairperson for dissemination as soon as possible after the meeting being held.
- Minutes are communicated to all constituents via email, notice board, & the web site.

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 Clinical School. Activities include:
- Talk with people in the workplace about their health and safety concerns,
- Raise WHS issues with management and the Committee,
- Follow up on outstanding items and give feedback,
- Participate 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:
- Conduct scheduled workplace inspections,
- Make recommendations on the elimination or the control of risks,
- Assist in the development or review of WHS processes, documentation and initiatives (both local and UNSW),
- Make recommendations on WHS training requirements;
- Investigate and attempt to resolve WHS problems using the resolution process described in the UNSW WHS Consultation procedure;
- The committee members may make recommendations to the Head of School who bears responsibility for executive action;
• 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.
Attachment 1: Membership of St George Clinical School Level 3 WHS Committee

Effective Date: 5 Dec 2014

Chairperson: Dr Javed Akhter  
Deputy Chairperson: TBA

Secretary: Ms Laura Golland  
Deputy Secretary: TBA

**Workgroup**

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<thead>
<tr>
<th>Name of Workgroup</th>
<th>Name of Worker Representative</th>
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<tbody>
<tr>
<td>Employer Representative</td>
<td>Prof Michael Grimm</td>
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<tr>
<td>Surgery Lab</td>
<td>Dr Javed Akhter</td>
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<tr>
<td>Level 3 Research Laboratory</td>
<td>Ms Sinead O’Reilly</td>
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<tr>
<td>Clinical School Administrative Office</td>
<td>Ms Laura Golland</td>
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<td>Cancer Care laboratory</td>
<td>Ms Helen Hao</td>
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<tr>
<td>Immunology Laboratory</td>
<td>Dr Jian Cheng Qi</td>
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<td>Medicine Laboratory</td>
<td>Dr Jose Perdomo</td>
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<td>Clinical Teaching Unit Sutherland</td>
<td>Mr Justin Joynes</td>
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<td>Clinical Teaching Unit STG</td>
<td>Ms Buddhi Gunaratne</td>
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<tr>
<td>Dept of Gastroenterology</td>
<td>Dr Michal Szczesniak</td>
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<tr>
<td>Animal Facility</td>
<td>Ms Marcelle Dugo</td>
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<tr>
<td>Level 1 Pitney Bldg</td>
<td>Ms Ying Cheng</td>
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<td>Radiation</td>
<td>Dr Erin Mckay</td>
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<td>VISTORS/OBSERVERS</td>
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<td>St George Hospital WHS Coordinator</td>
<td>Mr Kevin Robertson</td>
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<td>Faculty of Medicine WHS Coordinator</td>
<td>Ms Blathnaid Farrell</td>
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