

**UNSW MEDICINE
ST GEORGE & SUTHERLAND CLINICAL SCHOOL
H&S Consultation Committee**

1. The purpose of the Committee

This Committee is a Level 3 Health & Safety (HS) Consultation Committee (HSC) as described in the *HS339 Health and Safety Consultation Guideline*.

The purpose of the Committee is to:

- To facilitate co-operation between the person conducting the business or undertaking (PCBU) and workers to instigating, developing and carrying out measures to ensure the workers' health and safety at work.
- 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 person conducting the business or undertaking (PCBU) and of 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:

- Clinical Sciences W.R Pitney Building Levels 2 & 3, and O&G laboratory Level 1.
- Research and Education Centre Building Levels 2 & 3.
- Clinical Teaching Units at St George Hospital and Sutherland Hospital.

The Committee will address HS issues pertaining to:

- The work environment and business activities at St George and Sutherland Clinical School.
- Workers who are working from home .
- Workers 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 **section 76 of WHS Act**.
NB: The Committee must have management representatives who have the authority to make decisions about health and safety matters.
- The total number of Committee members is listed below and the membership ratio is:
 - Elected worker representatives – 14
 - Management/PCBU nominated representatives – 1
 - Visitors/observers - 3
- A current list of the workgroups represented by the Committee, and the representatives of each workgroup is provided in **Appendix 1**. A copy is also located on the School Website WHS page:
<https://stgcs.med.unsw.edu.au/health-safety-committee>

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 and students of St George & Sutherland Clinical School can nominate from this list or nominate another person from the school by a 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, school newsletter).

5. PCBU/Management Representative(s)

- The Head of School is the management 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 HS matters, as outlined in Appendix 1.

6. Committee Meetings

- The committee must meet at least once **every 3 months** (*Note: This is a legislative requirement, under s78 of WHS Act 2011*).
- Special meetings can be called at any reasonable time, if at least half of the Committee members make a request, or 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 six worker representatives and one management representative.
- A meeting agenda is prepared by the Secretary with input from all Committee members and approved by the Chairperson for dissemination within a reasonable time prior to the meeting date.
- Minutes are recorded by the Secretary or an approved volunteer and approved by the Chairperson for dissemination as soon as possible after the meeting being held.
- Minutes are communicated to general workers via a combination of methods, including email, noticeboards and website or through Managers at workers meetings.
- All members of the Committee must attend at least 75% 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.

7. Health & Safety Concerns raised during Committee Meetings [new]

Any health and safety concern that is raised during a committee meeting needs to be discussed with the supervisor of the worker who originally raised the issue, to allow the Supervisor the opportunity to resolve the issue and to find out what action/s have been taken so far.

The worker/supervisor can ask their HSR or HSC for advice, but it is not the HSR/HSC's responsibility to resolve the concern. This is still the responsibility of the worker's supervisor. For more information on resolving health and safety issues, refer to HS338 Health and Safety Issue Resolution Procedure.

8. 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.

9. 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.

10. Functions of the Committee

- Facilitate effective consultation and communication on HS matters with management, workers and students in the School. Activities include:
 - Talking with people in the workplace about their health and safety concerns
 - Raising HS 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 HS processes, documentation and initiatives (both local and UNSW)
 - Making recommendations on HS training requirements
- Investigate and attempt to resolve HS problems using the resolution process described in the UNSW HS 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.
- Where appropriate, be an observer during any formal HS-related investigation or inspection conducted by UNSW or WorkCover NSW.
- Assist management with other agreed HS initiatives, provided that adequate resources are made available to do so.
- Consultation on training requirements for the workgroup.
- Assistance with the development, implementation and review of procedures for the identification of hazards and assessment and control of risks.
- The role of the Committee Chairperson and individual Committee members is provided in **Appendix 2**.

11. Evaluation of Compliance and Committee Effectiveness

- The Committee will evaluate itself annually by completing the HS632 L3 HS Committee Compliance 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.

Appendix 1: Committee workgroups and representatives of those workgroups

Effective Date: May 2017

Chairperson: Dr Lan Gong

Secretary: Ms Marina Margarian

This Committee is made up of the following workgroups and representatives:

Chairperson:	Chairperson	Dr Lan Gong
Secretary:	Committee Secretary	Ms Marina Margarian
Management representative:	Head of School/Clinical Assoc Dean <i>Backup management representatives:</i>	Prof Michael Grimm Prof Anthony O'Sullivan Ms Hemaxi Ghelani
Employee representatives:		
Laboratory areas:	Biological Resource Centre	Ms Marcelle Dugo/Mr Ben Tuckfield
	Cancer Care (L2 REC)	Dr Julia Beretov/Dr Kevin Ni
	Gastroenterology (Burt Wing)	Dr Michal Szczesniak
	Haematology (L3 REC)	Mr Feng Yan
	Immunology (L3 REC)	Dr Jian Cheng Qi
	Laboratory L2 (REC)	Dr Lan Gong
	Laboratory L3 (REC)	Ms Sinead O'Reilly
	Medicine (L2 REC)	Dr Meera Esvaran/Dr Howard Yim
	Orthopaedic Research Institute (ORI) (L2 REC)	Dr Uphar Chamoli
	Surgery (L3 REC)	Mr Javed Akhter
	O&G, WCH (L1 Pitney)	Ms Ying Cheng
Office / Student areas:	Dept Medicine (L2 Pitney)	Ms Marina Margarian
	Clinical Teaching Unit & Student matters - St George	Ms Joanna Tjoatmodjo
	Clinical Teaching Unit & Student matters - Sutherland	Mr Justin Joynes
External – Visitors and Observers:	UNSW Medicine WHS Coordinator	Mr Gregory Maxwell
	Hospital Representative	Ms Chris Carrett, WHS & Injury Manager
	Hospital Radiation Safety Officer	Dr Erin McKay

Appendix 2: Role of Committee Members and Chairperson

Role of Health & Safety Committee Member:

- Represent the workers in their work group in relation to H&S matters and raise any issues, that cannot be resolved locally, at the committee
- Be the point of contact to enable the two directional flow of HS information to and from the committee and constituents
- Monitor the measures taken to address risks in relation to their work group members
- Assist investigate issues or complaints from their work group members about work health and safety
- Assist with the inspection of the workplace for their work group, or as per inspection schedule
- Attend WHS Committee meetings
- At meetings, speak on items they have raised and report on progress of follow up actions
- Carry out assigned tasks to implement the WHS Management System in St George & Sutherland Clinical School
- 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
- Be involved in new elections

Role of a Health & Safety Chairperson (Secretary/minute taker may assist with some of these as appropriate)

- Set the meeting schedule
- Accept agenda items from committee representatives
- Draft the agenda based on items received and following review of minutes from previous meeting
- Ensure agenda items are allocated a sufficient time frame and all items are covered in the meeting
- Lead the meeting
- Ensure all committee members have the opportunity to participate in meetings
- Seek decisions/advice from the management representative
- End discussion on agenda items if satisfied that they have been adequately addressed or if discussions have gone off track
- Communicate items that cannot be resolved to the Level 2 HS management committee if necessary.
- Ensure that action items are allocated to the most appropriate person
- Review minutes taken by minute taker
- Co-ordinate the schedule for workplace inspections for the year and ensure they are carried out.
- Participate in the workplace inspections
- Participate in incident investigations if requested
- Ensure the Head of School or deputy is present at meetings
- Oversee organisations of elections
- Draw up the HS workplace inspection roster

Role of the Secretary

- Assist the Chairperson in his or her duties
- Notify members of meetings
- Circulate the agenda
- Record minutes and distributes them as soon as possible after meetings