

## OHS Sub-Committee Role and Terms of Reference

### The School of Music OHS Sub- Committee:

- Assists Divisional Management by implementing, reviewing and updating ways to protect the health and safety of staff
- Facilitates co-operation between the Divisional Management and staff on OHS matters
- Assists the University and Divisional Management with dissemination of information on health and safety at work, in appropriate languages
- Undertakes any functions as prescribed in the OHS Act or regulations
- Undertakes any other functions agreed between Divisional Management and the committee.

### The School of Music Health and Safety Committee role

The School of Music's' health and safety committee is a formal structure, which helps Divisional Management and staff discuss and resolve OHS issues in the workplace. Both Divisional Management and staff should use the committee as a valuable OHS resource. The committee helps Divisional Management develop and implement ways to protect staff from risks to their health or safety.

### The School of Music's' OHS Committee terms of reference:

- Implement written procedures for work processes, and give priority to processes identified as particularly hazardous
- Develop, implement and support hazard management programs
- Carry out regular workplace hazard inspections
- Review OHS policies, procedures and/or training, for example develop and/or review training packages for staff such as OHS training at induction
- Assess accident or dangerous occurrence records, injury statistics, and other information important in forming workplace prevention programs
- Make recommendations to Divisional Management and/or the University OHS Policy Committee on the OHS impact of changes in the workplace
- Obtain current information on health and safety hazards, and discuss the implications of these hazards in the workplace
- Be a forum for discussion and resolution of OHS issues in the workplace
- Elect or assist in the election process for a Health and Safety Representative and Deputy Health and Safety Representative/s.

The Commonwealth OHS Act does not impose any specific obligations on a committee member. But members generally join a committee with the intention of improving health and safety in their workplace. Members should actively participate in and assist the committee where they can.

Note that a member cannot be held liable in civil proceedings because of the way they carried out their OHS duties, or failed to carry out their OHS duties. For further information please consult the University's OHS liability page:

[http://info.anu.edu.au/policies/Policies/Human\\_Resources/ohs/Legal\\_Liability\\_in\\_Relation\\_to\\_OHS.asp](http://info.anu.edu.au/policies/Policies/Human_Resources/ohs/Legal_Liability_in_Relation_to_OHS.asp)

## **The OHS Committee Member's role**

While Divisional Management is primarily responsible for ensuring the workplace is safe and healthy, OHS Committee Members can play a key role in helping Divisional Management achieve this outcome. A committee member may help develop, implement and review policies and procedures in the Division's workplace. They can also identify the need to update these policies and procedures, particularly when new hazards in the workplace become apparent.

A committee member must:

- Ensure you attend meetings - if you are not committed to the principle of health and safety do not become a member, because you will waste your time and others
- Actively participate in meetings
- Represent the views of staff in your DWG and raise issues brought to your attention by your DWG
- Keep up-to-date with health and safety developments, particularly those that may impact on your DWG.

Taken from Comcare Guide: *Participating in Effective OHS committees*