# Executive Occupational Health and Safety Committee

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<th>Reporting to</th>
<th>Executive Dean</th>
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<tr>
<td>Secretary</td>
<td>Mrs Kim Lamb</td>
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<td>Date last amended</td>
<td>1 January 2012</td>
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## Terms of reference

The terms of reference for the Executive Occupational Health and Safety (OH&S) Committee are to –

- Guide the implementation of OH&S legislation and University OH&S Policies and Procedures;
- Guide the development of safety manuals or school specific guidelines to facilitate the implementation of legislation and UQ policy;
- Review hazard reporting and accident / injuries that occur within the faculty;
- Investigate and implement control measures resulting from hazard, accident and incident reports;
- Facilitate the resolution of OH&S issues to ensure compliance with and understanding of relevant legislation and policies;
- Refer unresolved OH&S matters to the Faculty OH&S committee;
- Educate staff and distribute occupational health and safety information; and
- Recommend priority for safety related maintenance and works programs to the Faculty OH&S committee.

## Composition

**Ex officio**
- Head of School (Chair)
  - Professor David Mee
- School Manager
  - Mrs Kim Lamb
- Faculty OH&S Manager
  - Mr Eddie Platt
- Workplace Health & Safety Representative (2011-2013)
  - Mr Douglas Malcolm

**Other members**

Academic staff nominated by the Head of Division (3)
- Dr Meng Hou(Mechanical)
- Dr Sailed Aminossadati (Mining)
- Dr Ma Qian (Materials)

Student representative – Mr Kristian Weegink

Faculty Facilities and Infrastructure Manager or nominee*
- Mr Aaron Baxter (Building Manager)

## Administrative Arrangements

The Committee meets at least four times per year.

## Quorum

5
- Interpret and apply University Occupational Health & Safety policies and procedures at the School or Organisational Unit level;
- Prepare safety manuals for the School or Organisational Unit. In some areas this requires only circulation of University guidelines, procedures or policies;
- Periodic surveys and inspections to detect hazards and make recommendations for change;
- Hazard reporting and accident/injury record keeping;
- Ensure investigation and implementation of control measures for those accident/incident/injury reports referred by the Faculty Health and Safety Committees;
- Facilitate cooperation between management and staff in the resolution of health and safety issues and in developing and carrying out measures to ensure health and safety at a workplace;
- Refer important OH&S matters, not resolvable at the local level, to the Faculty Health and Safety Committee;
- Provide and maintain personal protective equipment and first aid facilities.
- Be involved in emergency evacuation (In some cases the working group may absorb the functions of the fire and emergency evacuation into their responsibilities. In all cases they must at least work with the building wardens).
- Educate staff and distribute health and safety information.
- Recommend priorities for safety-related maintenance and works programs to the Faculty Health and Safety Committees.