



WESTERN SYDNEY UNIVERSITY

UNIVERSITY WORK HEALTH SAFETY AND WELLBEING COMMITTEE

Terms of Reference

1. Role

The University Work Health Safety and Wellbeing Committee (WHSWC) has been established to form part of Western Sydney University's formal work health and safety consultation arrangements. The University WHSWC has been established to enable the University and representatives to work cooperatively and transparently in developing policies and procedures, enabling positive work, health, safety and wellbeing outcomes.

The University WHSWC will:

- Promote the highest practicable standard of work health and safety for Western Sydney University, in line with the University's Work Health and Safety Policy;
- Facilitate cooperation between the University and its staff to develop and support measures that enables a healthy and safe University community;
- Provide consultation in the development of University health and safety policies, procedures and processes;
- Adhere to the University's [Privacy Management Plan](#) and [Privacy Policy](#), available on the Policy DDS;
- Monitor the University's health and safety performance, incidents, trends and data;
- Provide consultation with developing preventative programs to minimise harm;
- Identify opportunities for dialogue and collaboration building and discuss emerging challenges that face the University;
- Receive de-identified health and safety reports from the Work Health Safety and Wellbeing Unit;
- Receive guidance and advice on health and safety matters affecting the University;
- Facilitate the exchange of information between representatives and the University; and
- Receive specialist advice, as required.

2. Membership

The University WHSWC will be made up of the following people:

- All Health and Safety Representatives of Western Sydney University and The College;
- Two University Executive members, or their nominees;
- One staff member from the Office of the CEO, The College; and
- One staff member from Western Sydney University, Early Learning.

The Associate Director of Work Health Safety and Wellbeing will be invited to all meetings as an observer.

At least half of the members must be workers who have not been directly nominated by the University.



A member who fails to attend three consecutive meetings without apology will be deemed to have resigned from the Committee.

Resignations from members are to be provided to the Chair and Deputy Chair in writing.

3. Chairing of Meetings

The Chair and Deputy Chair of the WHSWC will be appointed on a 12-month rotational basis. The WHSWC will formally nominate a Chair and Deputy Chair at the final meeting of each their respective terms.

The Chair may co-opt non-voting advisors from other units within the University, where required and available.

4. Meeting Frequency

The Committee meets 4 times per year, or at any reasonable time when at least half of the Committee members makes a request to do so.

5. Quorum

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members for the time being of the Committee. A University Executive member (or nominee) must also be present.

Where a matter arises for a decision at a meeting, each member will have one vote. Decisions are made by the majority of the committee, providing that quorum is present.

If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.