

DEPARTMENTAL ENVIRONMENT HEALTH AND SAFETY COMMITTEE

These committees shall comprise persons from the following groups:

The Head of Department or nominee (Chair)
Departmental Safety Officer
Health and Safety Representative
Student representative;
General staff representative;
Academic staff representative;
Practical class area representative;

Committees should meet at least four (4) times per year. The Agenda for each Committee meeting shall include:

- Attendance and apologies.
- Minutes of the previous meeting.
- Matters arising from, and action items outstanding from, the previous minutes.
- Minutes and reports received from the University of Melbourne Occupational Health and Safety Committee and the Faculty of Science Environment Health and Safety Committee.
- Discussion of incidents reports for the period and approval of corrective actions to prevent further similar incidents.
- A report on Work Area Safety Inspections for the previous quarter, including the tabling by the Safety Officer of the completed inspection checklist
- Confirmation that all relevant EHS positions are filled, including temporary appointments or deputies for personnel on leave
- Review the departments ongoing requirements to maintain the standards of SafetyMAP and Environmental Management System

In addition, the final meeting of the year will include:

- Annual summary of EHS issues, including report on general document review (e.g., safety manual)
- Confirmation that Committee Members and Chair, and relevant EHS personnel, have been appointed for the next year
- Setting dates for Meetings, Work Area Safety Inspections, and other EHS events for next year

The minutes of departmental meetings shall be sent to the Faculty Environment Health and Safety Committee, the Risk Management Office, and made available to all staff within the department.