

Health & Safety Working Group

Terms of Reference



1 Purpose

The Health and Safety Working Group (HSWG) is an important mechanism for enabling worker and student engagement, participation and representation in all aspects of health and safety at Ara. The Group contributes to Ara meeting its obligations under the Health and Safety at Work Act, 2015 by providing practical recommendations, operational assistance and generally helping to foster a more positive and proactive health and safety culture at Ara.

2 Membership

Membership of the HSWG will reflect the various management, operational and technical functions and demographics at Ara. The membership of the HSWG is agreed upon at the first meeting of the year by consensus of the Group.¹ Membership will also comply with the provisions of the Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016, relating to membership of health and safety committees [S28].

Management representation

- Deputy Chief Executive, People and Culture.
- Three AIR leaders (annually appointed)
- Health and Safety Manager
- Health and Wellbeing Manager
- Manager - Disability Services
- Manager - Student support Services
- Manager - Facilities Management

Workers - not nominated by management² (must number at least one more than the total number of Management Representatives)

- Staff Unions' Health and Safety representatives (minimum one per union)
- Non Union staff representatives (minimum one representative)
- Representatives from the following Campus locations:
 - Madras
 - Woolston
 - Manawa

¹ As per regulation 28 – “The PCBU who establishes a health and safety committee for a workplace (or part of a workplace) and the workers at that workplace (or their representatives) must agree on the membership of the health and safety committee.”

² As per regulation 28 in the Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016: “at least half of the members on the committee—

(i) must be workers and must represent the workers at the workplace; and (ii) must not have been nominated by the PCBU”

Student representation

- Student Voice Co-ordinator
- Students representatives (two)

Chairperson – a colleague/staff representative decided by majority vote of group members. The term of the Chairperson will be for 2 years. The standing Chairperson can seek re-election.

Deputy Chairperson – a colleague/staff representative decided by majority vote of group members. The election will be undertaken in alternate years to the Chairperson election. The term of the Deputy Chairperson will be for 2 years. The standing Deputy Chairperson can seek re-election.

The Southern Campuses existing H&S Committee will be renamed The Southern Campuses H&S Working Sub-Group. The Southern Campuses H&S Working Sub Group is not subject to the membership or election requirements.

The HSWG members do not have the ability to nominate a delegate to attend meetings in their absence unless that representative delegation is across the responsibilities of a Health and Safety representative.

The HSWG will be able to, as required, co-opt members from across the institution for specific projects, advice and collaborations.

The HSWG Chairperson will request representation from the identified departments through Health, Safety and Wellbeing Leadership Group (HSWLG) or TKM who will advise who the members will be that will represent the identified areas.

Each HSWG member is to:

- Act as a liaison person between the HSWG and the workers they represent and correctly represent the views of the parties concerned.
- Encourage all workers and students to embed health and safety through exemplifying good health and safety work practice.

3 Frequency of Meetings

Meetings should be held monthly (avoiding January and December), or at any other reasonable time to be determined by the Group (via a simple majority)³. An annual schedule of meetings to be notified in January by the PA/Administrator from People and Culture. Meetings will be timed to closely follow HS&W leadership group meetings so that actions can be initiated in a timely fashion.

The Southern Campuses H&S Working Sub-Group will meet bi-monthly.

4 Quorum

Half of the membership plus one.

5 Minutes and Recommendations

A minute-taker is to be provided by People and Culture. Preliminary minutes to be forwarded to the following parties within five working days.

- HSWG members
- HSWLG members

³ As per regulation 29 in the Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016

- Southern Campuses H&S Working Sub-Group
- Health & Safety Co-ordinators
- Others on request
- Health & Safety page on Info Web
- Campus Life

The final, ratified minutes will be distributed to the above parties and published on the Info Web and other media as necessary for communication with students and workers.

Any matters requiring decisions and/or guidance from the HSWLG will be added to the agenda of the next HS&WLG group meeting by the PA/Administrator from People and Culture.

6 Functional Responsibility

The HSWG will receive and consider:

- The Health and Safety strategic priorities and objectives for the year
- Guidance on priorities from the HSWLG
- Monthly performance reports by the Health and Safety Manager
- Monitor incident data, analysis and incident investigation reports
- Reports on occupational health and safety related inspections e.g. noise monitoring
- Audit or review reports and subsequent action plans
- Suggestions and complaints received from workers, students, and suppliers
- Proposed changes to the Health and Safety Management System

The HSWG will complete the following tasks and actions:

- Enable the action of the key objectives in the Health and Safety framework: Leadership, Colleague and Student Engagement, Critical Risks, and Health and Safety Systems
- Provide feedback to the HSWLG on progress towards those objectives and further support required if needed
- Make formal recommendations to HSWLG regarding
 - Annual objectives and targets as part of the Ara Strategic Planning Cycle
 - On other health and safety matters as they arise.
- Assist the Health and Safety Manager and HSWLG in developing standards, requirements, and policies and procedures relating to workplace health and safety.
- Facilitate engagement with workers on matters which will or are likely to affect their health and safety.
- Provide input to the Health and Safety Manager with respect to action plans created as a result of an incident investigation, an audit or a review.
- Preliminary Minutes of the Health and Safety Working Group meeting are to be published within five working days of the meeting.
- Health and Safety Awards: establish criteria, determine the nature, obtain approval in accordance with delegated authorities, and distribute.
- Involvement in the development of worker and student participation and engagement processes.
- Establish solution-focussed groups as necessary in order to achieve initiatives approved by HSWLG.
- Promote active communications across the Ara community on relevant health and safety matters.