

**FACULTY/ DIVISION: DVC (Research)**

**SCHOOL/ CENTRE/ UNIT: Mark Wainwright Analytical Centre HS Consultation Committee**

### **1. The purpose of the Committee**

This Committee is a Level 3 Health & Safety (HS) Consultation Committee (HSC) as described in the HS339 Health and Safety Consultation Guideline.

The purpose of the Committee is to:

- “To facilitate co-operation between the person conducting the business or undertaking (PCBU) and workers to instigating, developing and carrying out measures to ensure the workers’ health and safety at work
- To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace
- Any other functions prescribed by the regulations or agreed between the person conducting the business or undertaking (PCBU) and the of committee”

**Section 77 of Work Health and Safety (WHS) Act 2011**

### **2. Scope of the Committee**

The physical areas covered by the Committee include all Units/Facilities administered by the Mark Wainwright Analytical Centre, including, but not limited to the following areas:

- The Electron Microscope Unit (EMU), Solid State and Elemental Analysis Unit (SSEAU), Nuclear Magnetic Resonance Facility (NMR), the Spectroscopy Laboratory, the Chemical Consulting Laboratory (CCL) and the lower campus Bioanalytical Mass Spectrometry Facility (BMSF), located on the ground floor and basement of the Chemical Sciences Building;
- The Electron Microscope Unit (EMU) located in the basement of the Hilmer building;
- The upper campus Bioanalytical Mass Spectrometry Facility (BMSF), the Transgenic Animal Unit (TAU), the Biomedical Imaging Facility (BMIF), the Biological Resources Imaging Laboratory (BRIL) and Stats Central located on levels 5, 4 and lower ground of the Wallace Wurth Building;
- The Biological Resources Imaging Laboratory (BRIL), the UNSW Biorepository and the Biomedical Imaging Facility (BMIF) located on levels 4, lower ground and basement of the Lowy Building;
- The Biomedical Imaging Facility (BMIF), the Biological Resources Imaging Laboratory (Flow Cytometry) and the Bioanalytical Mass Spectrometry Facility (BMSF) located on level 2 of the Bioscience South building.

The Committee will address HS issues pertaining to:

- The work environment and business activities on campus;
- Workers who are working from home; and
- Workers and students who work and study off-campus, e.g. on field excursions.

### **3. Composition of the Committee**

- The composition of the Committee meets the requirements specified in the **section 76 of WHS Act**.
- The total number of Committee members is 11 and the membership ratio is:
  - Elected worker representatives – 10  
(NOTE: At least half of the members of the Committee must be workers who have NOT been nominated by Management/PCBU)
  - Management/PCBU nominated representatives – 1

- The Committee must have management representatives who have the authority to make decisions about health and safety matters
- A current list of the workgroups represented by the Committee, and the representatives of each workgroup is provided in Appendix 1.
- The current list of members will be maintained by the Secretary/Chairperson and communicated to workers via a combination of methods including the MWAC staff network drive and the MWAC WHS Committee webpage

#### **4. Election of Worker Representatives and Chairperson**

- Elections are conducted in a manner consistent with recognised democratic principles; notice given followed by a call for nominations then votes taken from staff in the Centre
- The Chairperson is elected from representatives on the HS Consultation Committee (Note: The Chairperson does not need to be an 'elected Worker Representative', but it is preferable.)
- New elections for worker representatives and for the Chairperson are called as soon as practicable after a position becomes vacant, and are held at least every 3 years;
- Evidence of elections being conducted is documented in email request for nominations and committee meeting minutes.

#### **5. PCBU/Management Representative(s)**

- The SSEA Unit Manager is the employer representative on the Committee;
- If the SSEA Unit Manager is unable to attend a meeting, he will appoint a delegate with authority to act on his behalf in HS matters.

#### **6. Committee Meetings**

- Ordinary meetings are held at least 6 times each year;
- Special meetings can be called if at least half of the Committee members make a request, and provided notice is given at least two days before the meeting;
- The meeting quorum is four employee HS Representatives and at least one Employer Representative; (NOTE: You can't have more management representatives than worker representatives).
- A meeting agenda is prepared by the Chairperson with input from all Committee members and approved by the Chairperson for dissemination two days prior to the meeting date;
- Minutes are recorded by the Mark Wainwright Analytical Centre's Administrative Assistant, or in the absence of the former, by a volunteer from the committee. The minutes are to be approved by the Chairperson and disseminated within two-weeks of the meeting being held
- Minutes are communicated to all constituents and to general staff via a combination of methods, including; email from the MWAC HS Manager, the MWAC staff network drive, during management meetings where appropriate. Updates are emailed to the committee.

#### **7. Health & Safety Concerns raised during Committee Meetings**

Any health and safety concern that is raised during a committee meeting needs to be discussed with the supervisor of the worker who originally raised the issue, to allow the Supervisor the opportunity to resolve the issue and to find out what action/s have been taken so far.

The worker/supervisor can ask their HSR or HSC for advice, but it is not the HSR/HSC's responsibility to resolve the concern. This is still the responsibility of the worker's supervisor. For more information on resolving health and safety issues, refer to [HS338 Health and Safety Issue Resolution Procedure](#).

#### **8. Decision Making Procedure**

- Where possible, decisions will be made by consensus;
- When this is not possible, a vote will be taken amongst the members of the Committee

## **9. Process for Review of this Constitution**

- The Constitution will be reviewed by the Committee at least every three years;
- A Committee member may make a request to the Chairperson that the Constitution be reviewed;
- Where possible, decisions will be made by consensus;
- When this is not possible, a vote will be taken amongst the members of the Committee, with 75% of the vote required to approve changes.

## **10. Functions of the Committee**

- Facilitate effective consultation and communication on HS matters with management, workers and students in the School/Centre/Unit {specify}. Activities include:
  - Talking with people in the workplace about their health and safety concerns,
  - Raising HS issues with management and the Committee,
  - Following up on outstanding items and giving feedback,
  - Preparing for and participating in Committee meetings and allocated tasks;
- Keep under review the measures taken to ensure the health, safety and welfare of persons at the place of work. Activities include:
  - Conducting scheduled workplace inspections,
  - Making recommendations on elimination or control of risks,
  - Assisting in the development or review of HS processes, documentation and initiatives (both local and UNSW),
  - Making recommendations on HS training requirements;
- Investigate and attempt to resolve HS problems using the resolution process described in the UNSW HS Consultation Procedure;
- Collaborate with supervisors on the investigation of work related incidents and ill health issues, recommend corrective and preventive action, and track completion of actions; and
- Where appropriate, be an observer during any formal HS-related investigation or inspection conducted by UNSW or WorkCover NSW;
- Assist management with other agreed HS initiatives, provided that adequate resources are made available to do so.
- Consultation on training requirements for the workgroup
- Assistance with the development, implementation and review of procedures for the identification of hazards and assessment and control of risks.
- The role of the Committee Chairperson and individual Committee members is provided in Appendix 2.

## **11. Evaluation of Compliance and Committee Effectiveness**

- The Committee will evaluate itself annually by completing the HS632 L3 HS Committee Compliance Checklist.
- A summary of the self-evaluation and recommendations for improvement will be recorded in the minutes of the next meeting for communication to constituents.

## Appendix 1: Committee workgroups and representatives of those workgroups

First Issued: April 2007  
 Version 2: July 2008  
 Version 3: June 2009  
 Version 4: November 2011  
 Version 5: July 2012  
 Version 6: February 2014  
 Version 7: March 2015  
 Version 8: February 2017  
 Version 9: December 2017  
 Current Version: February 2018

Chairperson:  (Brendan Lee)

Secretary:  (Chris Marjo)

This Committee is made up of the following workgroups and representatives:

Name of Workgroup:	Name of Worker Representative:	Name of Management Representative:
Nuclear Magnetic Resonance Facility	Douglas Lawes	
Bioanalytical Mass Spectrometry Facility (Upper Campus)	Andressa Alves Da Silva	
Bioanalytical Mass Spectrometry Facility (Lower Campus)	Leanne Stephenson	
Electron Microscopy Unit	Simon Hager	
Solid State and Elemental Analysis Unit	Outi Mustonen	
Biomedical Imaging Facility	Richard Francis	
Biological Resources Imaging Laboratory and Biorepository	Brendan Lee	
Stats Central	Peter Geelan-Small	
Transgenic Animal Unit	Nicolle Morey	
MWAC Administration and Chemical Consulting Laboratory	Melissa McGuirk	
Mark Wainwright Analytical Centre		Chris Marjo

## **Appendix 2: Role of Committee Members and Chairperson**

### **Role of Health & Safety Committee Member:**

- Represent the workers in their work group in relation to H&S matters and raise any issues, that cannot be resolved locally, at the committee
- Be the point of contact to enable the two directional flow of HS information to and from the committee and constituents
- Monitor the measures taken to address risks in relation to their work group members
- Assist investigate issues or complaints from their work group members about work health and safety
- Assist with the inspection of the workplace for their work group

### **Role of a Health & Safety chairperson (minute taker may assist with some of these as appropriate)**

- Set the meeting schedule.
- Accept agenda items from committee representatives.
- Draft the agenda based on items received and following review of minutes from previous meeting.
- Ensure agenda items are allocated a sufficient time frame and all items are covered in the meeting.
- Lead the meeting.
- Ensures all committee members have the opportunity to participate in meetings.
- Seek decisions/advice from the management representative.
- End discussion on agenda items if satisfied that they have been adequately addressed or if discussions have gone off track.
- Communicate items that cannot be resolved to the Level 2 HS management committee if necessary.
- Ensure that action items are allocated to the most appropriate person.
- Review minutes taken by minute taker.
- Co-ordinate the schedule for workplace inspections for the year and ensure they are carried out.
- Participate in the workplace inspections.
- Participate in incident investigations if requested.