

La Trobe University
 Senior Executive Group
HEALTH AND SAFETY COMMITTEE

Establishment

A sub-committee of the Senior Executive Group established by the Planning and Resources Committee on 2 December 2011 and amended 13 December 2012 and 5 December 2014.

Membership

Composition	Member	Appointment status
A A member of the Senior Executive Group nominated by the Vice-Chancellor (Chair)	Mr Mark Smith	Appointed
B Executive Director, Human Resources <i>or nominee</i>	Ms Regan Sterry	Ex-Officio
C Executive Director, Infrastructure and Operations	Mr Paul Farley	Ex-Officio
D Executive Director, Student Services and Administration	Dr Richard Frampton	Ex-Officio
E One College Pro Vice-Chancellor nominated by Senior Executive Group <i>or nominee</i>	Ms Grace Sanna	Appointed
F Director, Risk Management	Mrs Stacey Conlin	Ex-Officio
G Head of Campus, Bendigo	Mr Robert Stephenson	Ex-Officio

In attendance

Composition	Member	Appointment status
A Manager, La Trobe Health, Safety and Environment	Ms Spomenka Krizmanic	In attendance
B NTEU Representative	Mr Corey Rabaut	In attendance
C Health & Safety representatives	Mr Bradley East Ms Alysia Rex Mr Rod Ellt	In attendance In attendance In attendance

Role / Terms of reference
Terms of reference

1. To monitor compliance with health and safety legislative regulatory requirements and provide advice to the Senior Executive Group in relation to compliance.
2. To review and evaluate the University's overall performance in achieving the objectives set out in the University's health and safety strategies and policies and report to the Senior Executive Group.
3. To recommend to the Senior Executive Group for approval, all policies, standards, rules and procedures designed to promote a healthy and safe environment for employees, students, visitors and contractors.
4. To consider and review management and other reports on significant incidents (and overall incident trends and make recommendations to the Senior Executive Group regarding actions to prevent further occurrences.
5. To consider and review actions taken by management that may affect the health and safety of staff, students and visitors and make recommendations to the Senior Executive Group as appropriate.

6. To monitor the performance of, and provide direction to OH&S Consultative Committees.
7. To refer occupational health and safety matters to OH&S Consultative Committees for resolution, review or policy formulation.

Notes:

- i. The Committee at its discretion will invite attendance of a representative from each of the nominated OHS Consultative Committees. Representation of individual Consultative Committees will be nominated to attend on a rotational basis.
- ii. Additional Health and Safety representatives may attend, by invitation, on specific issues.
- iii. The NTEU is invited to nominate a representative to attend each of the OHS Consultative Committees.
- iv. Minutes of the most up to date meetings of the OH&S Consultative Committees should be provided to each Health and Safety Committee meeting.
- v. The Health and Safety Committee may from time to time hold in camera sessions, at which any attendance in addition to members will be at the express invitation of the Chair.

Quorum

One third of membership, plus one

Reporting

To **Senior Executive Group** after each meeting

Frequency of meetings

Four times annually (or as required)

Secretariat

Governance and Policy Services

Contact person and phone / email

Ms Louise Saw
Executive Officer, Governance and Policy Services
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