1. **Role of the Committee**

This Committee is a Level 2 OHS Program Implementation Committee as described in the UNSW OHS Consultation Procedure.

The role of the Committee is to enable responses to be made to UNSW OHS strategies, legislative requirements, identified hazards, and incidents occurring, which have Faculty-wide impact.

2. **Scope of the Committee**

The physical areas occupied by the Faculty of Business include AGSM CBD training and function venue (Level 6, 1 O’Connell St Sydney) and the following buildings on UNSW Kensington campus:

- Goodsell building (Ground to Level 4)
- Quadrangle building (Levels 1, 2 and 3)
- AGSM building (All)
- Newton building (3rd Floor)*
- Rupert Myers (4th Floor)*

*Both areas will be vacated when the renovations of the Heffron building are complete (est. July 2007).

The workgroups represented by the Committee include:

- AGSM
- Accounting
- Actuarial Studies
- Banking & Finance
- Business Law & Taxation
- Dean’s Unit
- Economics
- Information Systems, Technology & Management
- Marketing (inc Tourism & Hospitality Management)
- MBT
- Organisation and Management
- Strategy & Entrepreneurship

The Committee will address OHS issues that have Faculty-wide impact. It is not intended to focus on local hazard/problem resolution. The Committee will address OHS issues pertaining to:

- the work environment and business activities on campus;
- employees who are working from home; and
- employees and students who work and study off-campus, eg on field excursions and attending conferences.

3. **Composition of the Committee**

The Committee membership is comprised of:

- Chairperson, a delegate for the Dean with authority to act on their behalf in OHS matters
- Senior management representation, at least one representative from the Heads of School with authority to act on their behalf in OHS matters
- An employee representative from each workgroup
- Postgraduate and Undergraduate student representatives

A current list of Committee members and their role on the Committee (ie workgroup represented and whether employee or employer representative) will be made available to staff via the Faculty web site.

4. Recruitment of Members
- positions will be filled as soon as practicable after a position becomes vacant;
- members shall give notice at least two-weeks prior to a Committee meeting of their upcoming departure from the Committee to enable a replacement to be identified.

5. Committee Meetings
- Ordinary meetings are held every 3 months;
- Special meetings can be called at the request of any Committee member, provided notice is given at least 10 business days before the meeting;
- The meeting quorum is more than half of the of employee OHS Representatives (6) and one (1) Employer Representative (representative or appointed delegate);
- A meeting agenda is prepared by the Secretary with input from Committee members and approved by the Chairperson for dissemination 3 business days prior to the meeting date;
- Minutes are recorded by the Secretary and approved by the Chairperson for dissemination within 10 business days of the meeting being held
- Minutes are communicated to all constituents via email and password protected access on the Faculty web site (UNSW staff number/ Unipin)

6. 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, with 75% of the vote required to approve changes.

7. Process for Review of this Constitution
- The Constitution will be reviewed by the Committee at least every two years;
- A Committee member may make a request to the Chairperson that the Constitution be reviewed.

8. Functions of the Committee
- Coordinate Faculty-wide response to identified hazards and changes to OHS legislation, policy or procedure;
- Escalate OHS issues that cannot be resolved at the Faculty level to the Level 1 OHS Committee;
- Monitor the effectiveness of OHS consultation processes established within the Faculty to ensure that it is meeting the needs of staff and conforms to university and legislative requirements;
- Review Faculty OHS performance, including implementation of UNSW OHS Management System (OHSMS) requirements and hazard/incident statistics;
- Participate in OHSMS audits of the Faculty and monitor that corrective actions are completed;
- Assist management with other agreed OHS initiatives, provided that adequate resources are made available to do so.

10. Annual Reporting
- Assist management with preparation of an annual report on implementation of the UNSW OHSMS to achieve the OHS Key Performance Indicators described in the Faculty/Division [specify] Operational Plan;
- Ensure that the annual report is prepared in accordance with UNSW requirements, as defined by the Level 1 OHS Committee or senior management.