

Safety Committee

CHARTER

1. TITLE

The Committee shall be referred to as the LCAFS Safety Committee.

2. PURPOSE

The purpose of the Committee is to provide occupational health and safety advice and information to all members of the School of Land, Crop and Food Sciences and to maintain communication with the Head of School and School Manager on safety and legislative obligations.

3. FUNCTIONS

Functions of the Committee shall include

- To liaise with all Technical and Scientific Officers and Research Operatives from the School Centres and Units and across both campuses
- To act as a direct conduit for information at the workplace, laboratory and field operations to the Committee and School Management
- To provide a forum for discussion and action on matters of safety, risk management and reporting for all levels of the Schools activities
- Act as a direct link with School operations and the Occupational Health & Safety Unit.
- To offer advice and assistance on funding for occupational safety minor works applications
- To report on the Safety Committee's activities and to present a report on matters of safety at all School meetings

4. MEMBERSHIP

The Committee shall comprise:

- A qualified Occupational Health & Safety Officer who will act as *Chair*
- All Technical and Scientific Officers from both campuses and representatives from Units and Centres.
- Anyone else by special invitation

Members, where possible, shall be representative of:

- The disciplinary areas of Land, Crop and Food Science
- The School's operations at Gatton and St Lucia

Membership shall be:

- By invitation by the *Chair* in consultation with the *Head of School*
- Reviewed annually
- By nomination and election if requested
- Renewed or changed over, full or in part if required

5. MEETINGS

The Safety Committee shall meet two times each semester. *Ad hoc* meetings may be called as required.

Meeting venues shall be at both Gatton and St Lucia with separate membership represented at both campuses.

6. MINUTES

Minutes of meetings (including actions and recommendations) shall be taken, circulated to all members and formally endorsed at each subsequent meeting.

The Chair shall report on the proceedings of Safety Committee meetings at Full School meetings.