



JAMES COOK
UNIVERSITY
AUSTRALIA

WORK HEALTH AND SAFETY COMMITTEE CHARTER

Last Approved by Council 16 October 2022 via Circular
Last Reviewed by Committee 4 October 2023

WORKHEALTH AND SAFETY COMMITTEE CHARTER

1. Establishment

(c)

8.2 Members are required to declare any interests, in accordance with the University's [Conflicts of Interest Policy](#) ~~University Council~~ [and its Committees](#) and the [Code of Conduct – University Council](#) that could constitute a real, potential or apparent conflict of interest with respect to participation on the Committee. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting, and be updated as necessary.

8.3 Confidentiality issues shall be dealt with in accordance with the University's [Confidentiality Provisions](#) ~~Council, Council~~ [Committees, Controlled Entity Directors and Nominee Directors of Non-Controlled Entities](#). The Committee will receive the provisions each year at its first meeting.

9. Reporting Obligations

9.1 As soon as practicable after each meeting, the Committee will submit minutes of the meeting confirmed by the Chair to the Council. The minutes will include:

- (a) advice, with recommendations as relevant, in respect to those matters set out in Schedule A;
- (b) confirmation of action taken in respect of any matter for which delegated authority has been exercised; and
- (c)

Schedule A

Duties and Responsibilities of the Committee

1. The Committee is responsible for the following matters:

to consider and advise Council on strategic governance issues relating to work health and safety, in particular, and advise the Council on the University's compliance with its obligations under the Work Health and Safety Act 2011 (Qld), progress towards full compliance with Australian Standard 4801 (Occupational Health and Safety Management Systems), International Standards Organisation (ISO) 9001 (Quality Management Systems), ISO 14001 (Environmental Management Systems) and OHSAS 18001 (Occupational Health and Safety Assessment) and approving policies and procedures as per the Policy and Delegations Framework

2. The Committee will provide advice to the Council on the matters above, any matter within its remit or referred to it by the Council or any other Committee of Council.

3. The Committee may make recommendations to the Council on the matters above, any matter within its remit or referred to it by the Council or any other Committee of Council on matters relating to the advice.

4. In order to provide advice and recommendations, the Committee will:

consider governance issues relating to:

- (i) the University's compliance with all health, safety and environmental legislation, including the Work Health and Safety Act 2011 (Qld); and
- (ii) the implementation of any frameworks or policies and procedures relating to the management systems, standards and other requirements concerning health, safety and environmental issues within, or for, the University.

monitor progress towards achieving compliance with WHS legislation and Australian Standard 4801 (Occupational Health and Safety Management Systems), International Standards Organisation (ISO) 9001 (Quality Management Systems), ISO 14001 (Environmental Management Systems) and the University's commitment that the University has articulated in achieving best practice in respect of health, safety and environment.

consider issues of accountability for members of Council in respect of provisions under new or proposed legislative frameworks and receive relevant reports