

## OCCUPATIONAL HEALTH AND SAFETY

### ZONE COMMITTEE ACCOUNTABILITIES

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La Trobe University's Executive Occupational Health and Safety Committee is a committee of Council, which reviews and evaluates the University's overall performance in occupational health and safety. It also coordinates and monitors the performance of occupational health and safety committees established at Faculty/Zone level or equivalent.

At its meeting on 3 September 2001, the Executive OHS Committee endorsed that Zone OHS committees use the attached List of Specific Accountabilities as an action plan.

#### ACCOUNTABILITIES

<b>Item</b>	<b>Function / Activity</b>
Agenda & Minutes	Agenda should be distributed 1 week prior to meetings  Unconfirmed minutes sent to the Executive OHS Committee within 2 weeks of meeting.
Standing Items	Committee terms of reference and composition  Register of First Aiders  Register of Building Wardens / Floor wardens  SCBA trained staff where applicable.  Planned Inspection Schedule.
Emergency evacuations	Define all buildings under the scope of the committee  Ensure 2 evacuation drills per year are held per building.  For staff occupying non-University premises, ensure the organization controlling the premises has an emergency plan.  Monitor non-compliance timeliness identified via drills and inspection reports.
Designated Work Groups	Monitor vacancies in DWG

Audits and inspections	<p>Receive reports from:</p> <ul style="list-style-type: none"> <li>• Health and Safety Representatives and ensure corrective action is taken for non-compliances</li> <li>• Occupational health and Safety Staff or their consultants</li> <li>• Building wardens and First Aiders.</li> </ul>
Plant & Equipment	Write to departments requesting confirmation that all plant assessments have been conducted, or alternatively what progress is being made to comply with legislation.
Hazardous Substances & Dangerous Goods	Write to departments requesting confirmation that all hazardous and Dangerous Goods assessments have been conducted, or alternatively what progress is being made to comply with legislation.
Hearing Conservation	Maintain a register of areas identified as hearing protection areas and ensure noise levels are assessed at least 5 yearly.
First Aid	Monitor the appointment of designated First Aiders
Manual Handling	Write to departments requesting confirmation that all hazardous manual Handling tasks have been conducted, or alternatively what progress is being made to comply with legislation.
Electrical Safety	Write to departments requesting confirmation that all portable electrical equipment is tested and tagged or alternatively what progress is being made to comply with legislation.
Incident Reports	Remain aware of incident summaries provided by the Occupational & Safety Section and ensure follow up action is taken where trends or high-risk areas are identified.
Changes to infra structure	Remain aware of preposed changes to workplace and ensure employees via their health and safety representative are consulted on all proposed changes to the workplace. Building and Grounds can be requested to report on changes to infrastructure at each meeting.
Policy and Procedures	<p>Identify areas needing policy guidance or procedural documentation and in conjunction with other committees, develop strategies to develop a policy or procedure.</p> <p>Publicise new policies and procedures</p>
Training and education	<p>Review and evaluate training requirements including</p> <ul style="list-style-type: none"> <li>• Employee and student induction</li> <li>• Training for staff with designated OHS responsibilities (building wardens, first aiders, and health and safety representatives).</li> <li>• Specific training requirements, laboratory safety radiation safety.</li> </ul> <p>Publicise University training programs.</p>