

ANU Electrical Safety Committee

Terms of Reference

Purpose -

The Electrical Safety Committee has been established by the OHS Policy Committee as a source of expert technical advice on electrical safety matters, and to assist in improving the work environment through improving safety standards and practices, in addition to complying with relevant regulations.

The Committee shall undertake the following functions -

1. Review and comment on any changes to electrical safety legislation, standards, codes of practice, guidelines or recommendations, and the implications of any such changes upon the ANU.
2. Review the ANU's Electrical Hazard Management Procedures and make recommendations on any changes.
3. Develop training programmes for electrical and electronic technicians to improve electrical safety and knowledge at the University.
4. Monitor electrical safety inspections/audits.
5. Assist in the improvement and awareness of electrical safety, policies, procedures and work practices at the University.
6. Investigate serious accident and incidents associated with electrical dealings.

Membership –

The Committee membership is to comprise a qualified electrical and electronic staff member from each Research School or Faculty (that has qualified staff) and two members from Facilities and Services. Ideally the committee should be no more than 12 members.

A member of the OHS Branch may attend as an ex officio.

Chairperson –

The Chairperson of the Committee shall be elected by the Committee membership. The Chairperson shall preside at all committee meetings at which the Chairperson is present. The chairpersonship may rotate annually. The Chairperson shall report the activities of the Committee at least annually to the OHS Policy Committee and attend OHS Policy Committee meetings on request.

In the absence of the Committee Chairperson, a Deputy Chairperson shall be elected by the Committee membership present. The Deputy Chairperson shall preside at committee meetings in the absence of the Chairperson.

Secretariat –

The Secretariat of the Committee shall be a representative from Facilities and Services Division. The Secretariat shall maintain a record of the activities of the Committee and perform secretarial duties.

Meeting Frequency –

The Committee shall meet at least quarterly. The minutes of each meeting shall be provided to the OHS Policy Committee.

Quorum –

At least 3 committee members form a quorum.

Voting –

In the event that a resolution requires a vote, the resolution is passed if the majority of members present, vote in the affirmative.