

ANU Hazardous Waste Safety Committee

Terms of Reference

Purpose -

The Hazardous Waste Safety Committee has been established by the OHS Policy Committee as a source of expert technical advice on dealing with Hazardous waste and associated materials.

The Committee shall undertake the following functions -

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

Membership –

The Committee membership is to be drawn from qualified technical staff of the University, and in number 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 the OHS Branch, Human Resources 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.