

ANU Special Incidents Investigation Committee (ad hoc)

Terms of Reference

Purpose -

The Special Incidents Investigation Committee is established by the OHS Policy Committee to investigate any incident with the potential for campus wide ramifications, problems caused by current ANU OHS Policy or OHS Hazard Management Procedures, or other significant incident as determined by the Chair of the OHS Policy Committee.

The aim of the committee is to investigate and make recommendations to prevent similar events. The committee may liaise with any relevant Regulator investigation.

Membership –

The committee is formed in the event of an incident requiring investigation. The Committee membership is to be drawn from the OHS Policy Committee and staff with relevant expertise to the matter being investigated. The committee may request external advice or membership. The committee should ideally be no more than 5 members, 2 of which may be OHS Policy Committee members, and at least 1 member of the OHS Branch.

The committee is usually dissolved once the investigation report is submitted to the OHS Policy Committee.

Chairperson –

The Chairperson of the Committee shall be elected by the Committee membership.

Secretariat –

The Secretariat of the Committee shall be a representative from the OHS Branch. The Secretariat shall maintain a record of the activities of the Committee and perform secretarial duties.

Meeting Frequency –

The Committee shall meet as required to conduct the investigation in a thorough manner. The investigation report shall be provided to the OHS Policy Committee.