



Self-evaluation should be scheduled and completed annually using this checklist to evaluate to what extent the Level 3 OHS Committees is:

- meeting requirements for OHS consultation described in legislation and UNSW procedure, and
- performing the functions described in its Constitution document.

Level 3 OHS Committee Details

Faculty/Division:	School/Centre/Unit:
Chairperson Name:	Signature:
Secretary Name:	Signature:
Checklist completed (day/date):	

Item 1: Comply with provisions for OHS consultation in OHS legislation

Performance measure	Evidence	Evidence Guide	Conforms
1. Establishment of OHS committee	1. Documentation exists for planning and establishment of OHS committee.	Records of consultation to determine workgroups, number of reps, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. Documentation exists for election of employee OHS Representatives.	Documented election process exists. Records of elections exist.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	3. All relevant workgroups are represented on the OHS Committee.	Records exist for equitable selection of employee representatives.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	4. Process exists for election of OHS Committee Chairperson	Documented election process for Chairperson. Records of elections exist.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	5. Management representative(s) has authority to make decisions about OHS matters.	Management rep is a UNSW line manager. Responsibility, authority and accountability has been documented in an accessible format.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Training of OHS	1. Elected employee OHS Representatives attend accredited	Training records exist.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Committee members.	OHS Consultation training as soon as practicable after election, preferably within six months of election.		
	2. Appointed employer representatives attend accredited OHS Consultation training as soon as practicable after selection, preferably within six months of appointment.	Training records exist.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Item 2: Conform with the UNSW OHS Consultation Procedure

Performance measure	Evidence	Evidence Guide	Conforms
1. Development and review of OHS Committee Constitution	1. OHS Committee develops a Constitution in accordance with OHS Consultation Procedure.	Written Constitution exists.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. OHS Committee revises a Constitution in accordance with OHS Consultation Procedure.	Constitution contains criteria for revision. Revisions to Constitution exist.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Maintenance of OHS Committee and records	1. OHS Committee establishes a timetable for regular meetings, preferably at least 4 times per year.	Documented timetable exists.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. OHS Committee meets in accordance with its timetable.	Minutes confirm that meetings are held in accordance with timetable.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	3. All members attend meetings regularly.	Members attend at least 75% meetings/year.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	4. OHS Committee uses the UNSW Level 3 OHS Committee Agenda template to develop the meeting agenda.	Agenda incorporates all pertinent items from the agenda template.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	5. OHS Committee keeps minutes of meetings and decisions made.	Records exist of meeting minutes and decisions.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	6. OHS Committee plans its activities annually on the basis of foreseeable hazards/risks and management priorities.	Priorities for the year are recorded annually. Activities reflect documented priorities.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Communication and reporting	1. The contact details and role of all OHS Committee members is communicated to constituents.	Records of communication via email, website, notice-board or combination.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. OHS Committee communicates minutes of meetings and decisions made to constituents.	Records of communication via email, website, notice-board or combination.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	3. OHS Committee provides pertinent data to Level 2 OHS Committee for the purposes of Annual Reporting.	Records exist of data being provided within 2-weeks of request.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Item 3: Perform functions described in the OHS Committee Constitution

Performance measure	Evidence	Evidence Guide	Conforms
1. Facilitate consultation processes	1. Employee OHS Representatives develop and implement a process for regular consultation with their constituents	Records of regular consultation and issues discussed, eg file notes, diary entries, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. Employer OHS Representative(s) meet regularly with managers and supervisors to discuss OHS	Records of regular meetings and issues discussed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	3. OHS Committee members raise OHS issues at meetings and provides feedback to their constituents	Records exist in meeting minutes and correspondence.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	4. OHS Committee identifies and monitors proposed changes impacting on OHS and consults with constituents.	Records exist of proposed changes, consultation, and feedback.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Review measures taken to ensure health, safety and welfare	1. OHS Committee develops a process for the inspection of all work areas in their local area sufficient that all areas are inspected within one year.	Inspection schedule exists. Inspections being conducted to schedule. All areas inspected in a calendar year.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. OHS Committee makes recommendation on elimination or control of risks.	Committee recommendations are recorded. Hazard & Risk Register updated with input from OHS Committee.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	3. OHS Committee assists in the development or review of OHS processes, documentation and initiatives.	Records exist of input from OHS Committee.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	4. OHS Committee makes recommendation on OHS training requirements	Committee recommendations are recorded. Training plan and schedule updated with input from OHS Committee.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	5. OHS Committee monitors OHS aspects of first aid, emergency response and security arrangements for its work area and consults on changes.	Records exist of monitoring and consultation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Investigate and attempt to resolve OHS problems	1. OHS Committee uses the resolution process described in OHS Consultation Procedure.	Records exist of investigations, meetings and communication to resolve OHS problems. Records exist of feedback provided to all parties	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Investigation of work-related hazards, incidents and ill health	1. OHS Committee collaborates with staff and supervisors on incident investigations and monitors corrective action.	Where incidents have occurred, records exist of investigation and corrective actions completed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. OHS Committee tracks corrective actions arising from hazard and incident reports, inspection, audits, etc.	Corrective Actions Register is updated after each meeting, as required.	Yes <input type="checkbox"/> No <input type="checkbox"/>