



QAAFI Health, Safety and Wellness Committee Terms of Reference

1. Purpose

The primary functions of the QAAFI HSW Committee are to:

- promote and facilitate consultation and cooperation between staff, students, and management in instigating, developing, and carrying out measures designed to ensure health and safety at work for all; and
- assist in developing and implementing HSW policy, procedures, guidelines, and programs at UQ.

The full operational procedure for HSW Committee meetings is defined in the [UQ policy 2.10.01](#).

2. Membership

Representation of QAAFI Management:

- QAAFI Director (Chair)
- Health, Safety and Facilities Manager
- Director, Centre for Horticultural Science
- Director, Centre for Crop Science
- Director, Centre for Nutrition and Food Sciences
- Director, Centre for Animal Science
- Operations Manager
- Facilities and Infrastructure Manager
- Safety and Compliance Coordinator
- Principal Health, Safety and Facility Coordinator
- UQ Health, Safety and Wellness Division Representative

Representation of Health and Safety Representatives (HSR) and workers from the following locations/groups:

- Hartley Teakle (Labs) – Staff
- Hartley Teakle (Labs) – Student
- Hartley Teakle (Offices) – Staff/Student
- John Hines – Staff/Student
- QBP L2 – Staff
- QBP L3 – Staff
- QBP L3 – Student
- EcoScience Precinct East – Staff/Student
- EcoScience Precinct West – Staff/Student
- Coopers Plains – Staff/Student
- Gatton – Staff
- Gatton – Student
- Warwick – Staff
- Warwick – Student
- Toowoomba Leslie – Staff/Student
- Long Pocket – Staff
- Long Pocket – Student



Committee members should assign a delegate if they are unable to attend. HSR training is required for elected HSR (Work Health and Safety Act 2011, Division 2; s50, [Health and safety representatives](#)).

3. Agenda

Matters to be incorporated into the agenda (as appropriate) include:

- HSW Management Plan
- Incident reports and investigations
- Hazard reports
- Proposed significant workplace changes
- Proposed significant plant and equipment purchases
- New/reviewed HSW Policies, Procedures and Guidelines
- HSW audit and inspection program
- HSW communications (including 'Incident Alerts' and 'Safety Notices')
- Reports from HSW Division
- Reports from associated HSW committees and relevant sub-committees.

4. Meeting duration and frequency

H&S meetings should meet at least every three months and at any reasonable time at the request of at least half the members.

5. Communication

Members are expected to gather any concerns, issues, questions from the staff/students they represent prior to the meeting and to communicate relevant information back them.

The QAAFI Safety and Compliance Coordinator acts as secretary, taking minutes during the meeting. Information regarding the HSW Committee will be distributed by QAAFI HSF or QAAFI Institute Director Executive Assistant to a mailing list of current members.

Members will receive:

- Meeting requests
- Minutes from meetings
- Agenda for upcoming meetings
- Any other documentation relevant to discussion points



QAAFI Health and Safety Committee Membership

Name	Committee Position	QAAFI Position	Organisation
Bernadine Flanagan	Hartley Teakle (Labs) – Staff	Research Fellow	CNAFS – Staff
Xinle Tan	Hartley Teakle (Labs) – Student	HDR Student	CNAFS – Student
Sera Susan Jacob	Hartley Teakle (Labs) – Student	HDR Student	CNAFS – Student
Samir Alahmad	Hartley Teakle (Offices) – Staff/Student	Research Fellow	CCS – Staff
Belinda Worland	John Hines – Staff/Student	Senior Research Assistant	CCS – Staff
Cameron Doig	QBP L2 – Staff	Research Partnerships Officer	QAAFI – Staff
Tony Cavallaro	QBP L3 – Staff	Research Assistant	CAS – Staff
Yunjia Yang	QBP L3 – Student	HDR Student	CHS – Student
Cecilia O'Dwyer	EcoScience Precinct East – Staff/Student	Research Assistant	CHS – Staff
Megan Vance	EcoScience Precinct East – Staff/Student	Postdoctoral Research Fellow	CHS – Staff
Conny Turni	EcoScience Precinct West – Staff/Student	Senior Research Fellow	CAS – Staff
Natasha Hungerford	Coopers Plains – Staff/Student	Post Doc	CAS – Staff
Robert Armstrong	Gatton – Staff	Research Fellow	CCS – Staff
Karen Eyre	Gatton – Staff	Research Scientist	CAS – Staff
Lipy Adhikari	Gatton – Student	HDR Student	CCS – Student
Cassie Martinez	Warwick – Staff	Administrative Officer	CCS – Staff
Daniel Otwani	Warwick – Student	Student	CCS – Student
Karine Chenu	Toowoomba Leslie – Staff/Student	Principal Research Fellow	CCS – Staff
Madeleine Gleeson	Long Pocket – Staff	Research Assistant	CHS – Staff
Clare Wijngaarden	Long Pocket – Student	HDR Student	CNAFS – Student
Management Members			
Matthew Morell	QAAFI Director (Chair)		
Nick Nacsa	Health Safety and Facilities Manager		
Neena Mitter	Director, Centre for Horticultural Science		
Ian Godwin	Director, Centre for Crop Science		
Mike Gidley	Director, Centre for Nutrition and Food Sciences		
Ben Hayes	Director, Centre for Animal Science		
TBA	Operations Manager		
Lucinda Coalter	Facilities and Infrastructure Manager		
Danila Elango	Safety and Compliance Coordinator		
Fanny Lombard	Principal Health, Safety and Facility Coordinator		
Kerrin Henderson	UQ Health, Safety and Wellness Division Representative		