

# AIOH Scientific, Technical and Research Committee (STARC) Terms of Reference

*This document is an excerpt from AIOH Board and Committees Structure, Role, Operation and Terms of Reference for the Scientific, Technical and Research Committee (STARC)*

Australia Institute of Occupational Hygienists Inc.

Association Number: A0017462L

ABN: 50 423 289 752

Adopted: June 2026

AIOH Serial ID: AIOHToR26401\_STARC

## Scientific, Technical and Research Committee (STARC)

Unless otherwise specified within a committee, sub-committee or board terms of reference, the governance requirements contained in Part A of this procedure apply.

This includes requirements relating to:

- conflict of interest
- confidentiality
- membership and appointments
- documentation and records
- governance workflow
- reporting requirements
- financial management and delegations
- decision-making processes
- risk management and escalation
- performance evaluation
- review of this procedure.

## Scientific, Technical and Research Committee (STARC)

### Purpose

The Scientific, Technical and Research Committee (STARC) supports the advancement of occupational hygiene and worker health by providing leadership in public policy, technical guidance, research and innovation.

The committee promotes evidence-based decision-making and supports the AIOH in maintaining its position as a trusted source of technical expertise and professional leadership.

The committee provides strategic oversight of:

- the Public Policy Sub-Committee (PP), which focuses on policy development, advocacy and submissions
- the Technical Advisory Sub-Committee (TA), which focuses on interpretation and application of existing technical knowledge
- the Research and Innovation Sub-Committee (RI), which focuses on the generation of new knowledge, research collaboration and innovation

Responsibilities for these committees are summarised in the following table:

| Function                  | RI      | TA      | PP      |
|---------------------------|---------|---------|---------|
| Research                  | Lead    | Support | Consult |
| Technical Papers          | Support | Lead    | Consult |
| Public Policy Submissions | Consult | Consult | Lead    |

### Responsibilities

The responsibilities of the committee include:

- providing strategic oversight of public policy, technical and research activities
- supporting the development of evidence-based AIOH positions and recommendations
- identifying emerging technical, scientific and policy issues relevant to occupational hygiene and worker health
- supporting collaboration between the public policy, technical and research functions of the AIOH
- promoting consistency and quality in technical outputs and policy positions

- supporting collaboration with regulators, researchers, academic institutions and professional organisations
- identifying opportunities to advance occupational hygiene knowledge and practice
- providing advice and recommendations to Council on scientific, technical, research and public policy matters
- coordinating activities across the Public Policy Sub-Committee, Technical Advisory Sub-Committee and Research and Innovation Sub-Committee.

## Membership

The committee shall comprise:

- a chair appointed by Council
- the lead of the Public Policy Sub-Committee
- the lead of the Technical Advisory Sub-Committee
- the lead of the Research and Innovation Sub-Committee
- additional members appointed by Council, as required.

The chair is responsible for appointing the leads of subordinate sub-committees.

The chair may appoint additional sub-committee members in consultation with the relevant lead.

The committee may establish working groups, where required, to support the delivery of specific projects or activities.

## 1. Public Policy Sub-Committee (PP)

### Purpose

The Public Policy Sub-Committee (PP) supports the AIOH by monitoring, analysing and influencing public policy, regulatory and legislative developments relevant to occupational hygiene and worker health.

The sub-committee seeks to ensure the AIOH contributes constructively to public policy discussions and promotes evidence-informed approaches to the protection of worker health.

### Responsibilities

The responsibilities of the sub-committee include:

- providing a focal point for coordinating responses to government requests for comment on matters of occupational health policy
- maintaining a watching brief on emerging public policy, regulatory and legislative developments relevant to occupational hygiene and worker health
- identifying opportunities for the AIOH to contribute to public consultation processes
- leading the development of submissions, position statements and policy recommendations for consideration by Council
- providing advice on public policy issues affecting the profession and worker health outcomes
- monitoring government, regulator and stakeholder activities relevant to occupational hygiene
- supporting collaboration with other committees, sub-committees and boards where policy issues overlap
- supporting the development of evidence-informed policy positions
- providing advice to the committee and Council regarding public policy matters.

### Activities

Activities of the PP sub-committee include:

- coordinating the relevant expertise to prepare responses to government requests for comment on matters of occupational health
- administrative work of uploading and formatting submissions
- representing AIOH in external forums that relate to the work of PP
- liaising with the AIOH administration team to upload submissions on the AIOH website

- responding to external enquiries that come to the AIOH website
- staying on top of the latest literature to understand emerging trends.

## Membership

The sub-committee shall comprise:

- a lead appointed by the chair of the Scientific, Technical and Research Committee
- the AIOH President and President Elect, who are standing members of the sub-committee
- three or more other members appointed by the chair in consultation with the lead.

Members will be senior members of the AIOH who have the required knowledge, experience, political awareness, and professional networks and are able to identify and respond to emerging issues in occupational hygiene as they arise.

The Sub Committee may, at its own discretion, collaborate with other AIOH members who may have expertise in a specific area, to help the sub-committee perform effectively.

## 2. Technical Advisory Sub-Committee (TA)

### Purpose

The Technical Advisory Sub-Committee (TA) supports the advancement of occupational hygiene and worker health by providing scientific and technical advice to the AIOH and the broader community.

The sub-committee seeks to promote the application of evidence-based knowledge and good practice through the development of technical guidance, technical papers and advice on matters relevant to occupational hygiene.

### Responsibilities

The responsibilities of the sub-committee include:

- identifying emerging scientific and technical issues relevant to occupational hygiene and worker health
- providing scientific and technical advice to Council
- leading the development, review and maintenance of AIOH technical papers, guidance documents and other technical resources
- promoting the application of evidence-based knowledge and good practice
- identifying priorities for technical guidance and technical resource development
- reviewing technical information and evidence relevant to occupational hygiene practice
- supporting technical consultation activities, where required
- providing technical input into submissions, where requested by the Public Policy Sub-Committee or Council.

### Activities

The activities of the TA sub-committee include:

- developing AIOH Position Papers
- developing Technical Papers that are supplementary to published and validated methods for sampling and analysis of chemical, physical and biological agents. These will be provided as a resource where the applicable information is not available elsewhere, such as from:
  - Australian Standards (AS)
  - National Association of Testing Authorities (NATA)

- or in methods published by regulatory organisations (e.g., Safe Work Australia, US National Institute for Occupational Safety and Health (NIOSH) etc)
- developing guidance publications such as those relevant to workplace exposure assessment on the analysis, reporting and interpretation of exposure data, where considered relevant and necessary by Council.
- assisting the Public Policy Sub-Committee in collecting and compiling member feedback on proposed workplace standards, codes of practice or regulations relevant to workplace exposure assessment, as published by both state and federal regulatory bodies.
- maintaining online technical resources, including the Silica Hub and Breath Freely materials.

### Technical Working Groups

The Technical Advisory Sub-Committee may establish working groups to support the development, review or implementation of specific scientific and technical initiatives/content relevant to occupational hygiene.

Working groups may be established to:

- investigate emerging scientific and technical issues
- undertake reviews of scientific literature, standards, guidance or technical information
- develop or review position papers, technical papers, guidance documents, online resources, or other technical resources
- engage subject matter experts and stakeholders to provide specialist advice
- support technical projects, consultations or other initiatives approved by the Sub-Committee
- provide recommendations to the Technical Advisory Sub-Committee on matters within their scope.

The Technical Advisory Sub-Committee retains responsibility for the oversight, coordination and endorsement of activities and outputs undertaken by working groups operating under its authority.

### Membership

The sub-committee shall comprise:

- a lead appointed by the chair of the Scientific, Technical and Research Committee
- members appointed by the chair in consultation with the lead
- additional members, advisors or subject matter experts appointed, as required.

Membership should normally comprise experienced occupational hygienists and subject matter experts with demonstrated scientific, technical or professional expertise relevant to occupational hygiene.

Members should collectively possess knowledge and experience across a broad range of occupational hygiene disciplines and technical practice areas.

### 3. Research and Innovation Sub-Committee (RI)

#### Purpose

The Research and Innovation Sub-Committee (RI) supports the advancement of occupational hygiene and worker health by promoting research, innovation and the generation of new knowledge relevant to occupational hygiene practice.

The sub-committee seeks to identify emerging research needs, facilitate collaboration between researchers and practitioners, support the translation of research and innovation into improved occupational hygiene practice, and contribute to building the evidence base that underpins occupational hygiene. This includes overseeing and advising on the scientific content presented at AIOH's annual conference.

#### Responsibilities

The responsibilities of the sub-committee include:

- identifying research priorities relevant to occupational hygiene and worker health
- monitoring emerging research, technologies and innovations relevant to occupational hygiene practice
- promoting research and innovation that supports the advancement of occupational hygiene
- providing advice to the Conference Committee on the scientific content of the AIOH Conference, including identifying emerging research themes, recommending subject matter experts and supporting the review of abstracts and scientific submissions
- facilitating collaboration between researchers, practitioners, universities, regulators and other stakeholders
- identifying opportunities for research partnerships and collaborative projects
- supporting the translation of research findings into occupational hygiene practice
- identifying opportunities to improve the application of science, technology and innovation within the profession
- supporting the collection and analysis of information that improves understanding of the occupational hygiene profession, workforce and practice
- supporting surveys, benchmarking activities and other initiatives that contribute to the evidence base for occupational hygiene
- identifying opportunities to use research and data to inform professional development, workforce planning and strategic decision-making

- providing advice to Council on research and innovation matters
- supporting the dissemination of research findings and innovation outcomes relevant to occupational hygiene
- encouraging and supporting members to publish research findings in peer-reviewed journals
- promoting peer-reviewed publications by AIOH members as a recognised output of AIOH-supported research and innovation activities.

### Research and Innovation Working Groups

The sub-committee may establish working groups to support specific research, innovation or knowledge development initiatives.

Working groups may:

- investigate emerging research topics
- facilitate collaboration between stakeholders
- support research and innovation projects
- review research findings and emerging evidence
- provide recommendations to the sub-committee.

The Research and Innovation Sub-Committee retains responsibility for the oversight and coordination of activities undertaken by working groups operating under its authority.

### Membership

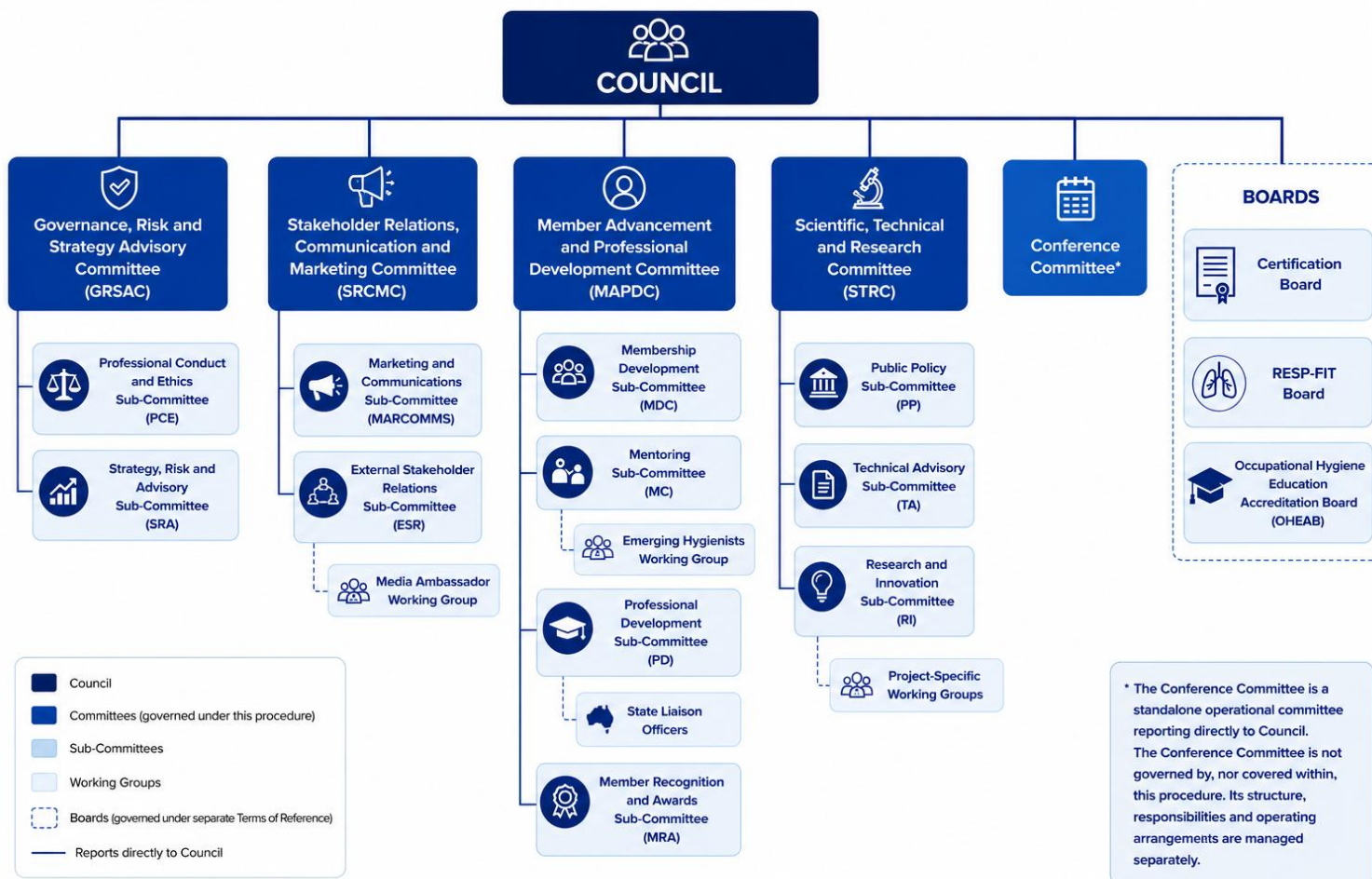
The sub-committee shall comprise:

- a lead appointed by the chair of the Scientific, Technical and Research Committee
- members appointed by the chair in consultation with the lead
- additional members, advisors or subject matter experts appointed, as required.

Membership should normally comprise members with demonstrated experience or interest in research, innovation, academia, scientific investigation, knowledge translation or emerging technologies relevant to occupational hygiene.

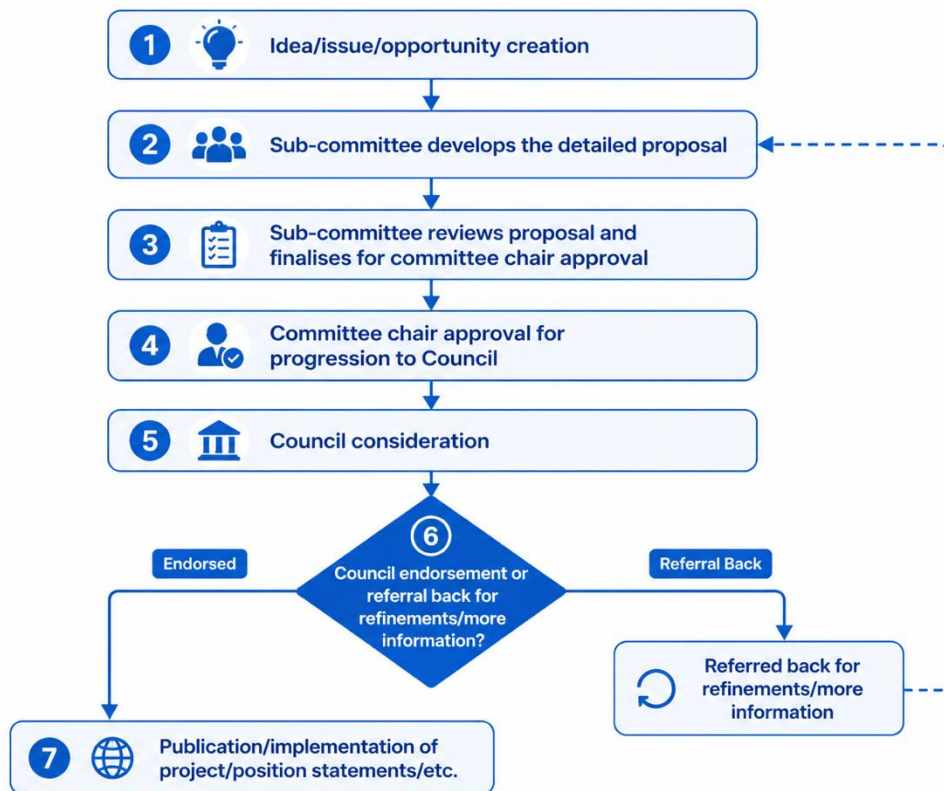
Members should collectively possess knowledge and experience relating to occupational hygiene research, innovation, scientific methods, evidence evaluation and research collaboration.

## OVERVIEW OF COMMITTEE STRUCTURE



## GOVERNANCE WORKFLOW

The following workflow applies to the development of submissions, position papers, technical papers, guidance documents, frameworks, recommendations and other significant outputs developed on behalf of the AIOH.



The purpose of the governance workflow is to:

- support consistent governance practices
- ensure appropriate review and consultation occurs
- maintain transparency and accountability
- provide a clear pathway for decision-making
- ensure Council oversight of significant AIOH outputs

No submission, position paper, technical paper, guidance document, framework or major recommendation may be submitted to Council without prior approval for progression by the relevant chair.

Council endorsement is required before publication or release unless delegated otherwise by Council.

## APPOINTMENTS, REPORTING AND DEFINITIONS

### Appointments

| Position                    | Appointed By                                           |
|-----------------------------|--------------------------------------------------------|
| <b>Committee chair</b>      | Council                                                |
| <b>Board chair</b>          | Council                                                |
| <b>Committee member</b>     | Council                                                |
| <b>Sub-committee lead</b>   | relevant committee chair                               |
| <b>Sub-committee member</b> | committee chair in consultation with the relevant lead |
| <b>Board member</b>         | relevant board chair                                   |
| <b>Working group member</b> | relevant chair or lead                                 |

### Reporting Relationships

| Position                    | Reports To                                   |
|-----------------------------|----------------------------------------------|
| <b>Sub-committee member</b> | Lead                                         |
| <b>Lead</b>                 | Chair                                        |
| <b>Chair</b>                | Council                                      |
| <b>Board chair</b>          | Council                                      |
| <b>Board member</b>         | board chair                                  |
| <b>Working group</b>        | sponsoring sub-committee, committee or board |