



Technological University Dublin

Campus Safety, Health and Welfare (SHW) Committee

TERMS OF REFERENCE

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1. Purpose

The purpose of the Campus SHW Committees (hereafter referred to as “the Committee”) is to ensure that relevant health and safety issues are coordinated and managed effectively and ensure that there is full compliance with relevant legislation.

The University has established a Campus Safety Health and Welfare (SHW) Committee per campus location as below:

1. Aungier St [incl *FOCAS Institute*]
2. Bolton St [incl *Linenhall St, Capel St, Beresford St, ATC at Dublin Airport and Broombridge*]
3. Grangegorman [incl *Park House*]
4. Tallaght [incl *Airton Close, Priory Apt, Whitestown Business Park, Premier House, Synergy Global, City West*]
5. Blanchardstown [all campus buildings, incl *LINC Building*]

Each Committee shall report into the University SHW Steering Committee.

2. Scope

All Safety, Health and Welfare matters in respect of employees, students and visitors of the relevant campus of the University.

3. Membership

- i) Each Committee shall consist of up to 19 members.
- ii) Each Committee will be chaired by a member of the UET or permanent nominee
 - Membership of Committee shall have regard to the objective that at least 40% of members of the Committee shall be women and at least 40% shall be men in accordance with the University’s commitment to promote gender equality.

Proposed membership

	No.
Chairperson (UET member or nominee)	1
Academic representative (SLII or higher)	2
Professional Services representative (APO or higher)	1
Technical Staff representative – (TO or higher)	2
Campus and Estates representative (Grade VII or higher) 2 for GG Campus	1 (2)
Safety Health and Welfare Office	1
Staff Safety Representative (elected under S.25 Act ¹)	1
TUDSU Representative	2
Library representative (APO or higher)	1
Catering / Third party service provider representative	1
Research Representative (APO/SLII or higher)	2
PPP Operator (where relevant)	1
Faculty Manager Representative or appropriate Faculty nominee	1
Sustainability Representative x 1	1
Total Membership	18 (19)

¹ S. 25 Safety, Health and Welfare at Work Act 2005

4. Responsibilities – specific to the Campus location

- i) Ensure that all relevant Schools/Functions have comprehensive and up-to-date safety arrangements and risk assessments in place.
- ii) Ensure that emergency procedures, including arrangements for evacuation and first-aid, are in place and communicated to all employees and stakeholders.
- iii) Assign responsibility to individual executives to establish emergency and first aid procedures.
- iv) Analyse monthly accident reports prepared by the Occupational Health Advisor and to prepare and monitor implementation of action plans.
- v) Monitor compliance with health and safety policies and procedures for all Schools/Functions within the scope of the Committee
- vi) Develop a communications system to inform employees, students and relevant stakeholders within the scope of the Committee of health and safety matters
- vii) Designate specific Emergency Response Teams to deal with critical accidents and monitor activities of these Teams including specific training as required.
- viii) Liaise with the Emergency Management Team as required by the Emergency Management Policy and Plan (acting as the Bronze Team).

5. Reporting

The Committee will produce the following formal reports in writing by way of agreed reporting template:

- i) To the University SHW Steering Committee following each meeting
- ii) To the other Campus SHW Committees following each meeting
- iii) To Heads of Schools/Function on actions discussed and /or addressed
- iv) Annually provide the University SHW Steering Committee with a report summarising the work done during the year and highlighting key SHW issues covered, trends noted and areas for improvement identified.

6. Quorum

- i) The quorum for all meetings necessary for the transaction of business shall be 50% of the complete membership plus one. Where the complete membership constitutes an odd number the quorum shall be 50% of the membership rounded up to the next whole number plus one.
- ii) A meeting may be held by the use of any means of communication by which all the members can hear and be heard at the same time (*in this document referred to as an "electronic meeting"*).
 - a) A member who participates in an electronic meeting is taken for all purposes to have been present at the meeting
 - b) A duly convened meeting at which a quorum is present shall be competent to exercise

all or any of the authorities, powers and discretions vested in or exercisable.

7. Frequency, attendance and convening of meetings

- i) The Committee will meet at least **four** times a year. The Chairperson may convene additional meetings, as they deem necessary.
- ii) Only members of the Committee have the right to attend Committee meetings. However, as the business requires other officials of the University and/or external advisors may be invited to attend all or part of any meeting to assist it with its discussions on any particular matter as and when appropriate and necessary.

8. Secretariat

- i) Secretariat function will be arranged by the Chairperson.
- ii) Information and papers will be circulated in a timely manner to enable full and proper consideration to be given to issues .
- iii) Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member no later than five working days before the date of the meeting.
- iv) Supporting papers shall be sent at the same time.
- v) Notices, agendas and supporting papers can be sent in electronic form.

9. Information Requirements

- i) The Committee shall keep itself up to date and fully informed about strategic issues and changes affecting the University and the environment in which it operates.
- ii) The Committee will receive minutes from the University SHW Steering Committee
- iii) The Committee will receive Safety, Health and Welfare Internal Audit reports and other relevant reports.
- iv) The Committee will receive reports from each Head of School/Function.
- v) The Committee will receive reports from the other Campus SHW Committees.

10. Review of Terms of Reference

The University SHW Steering Committee shall review these Terms of Reference annually.