Technological University Dublin

Safety, Health and Welfare Steering Committee

TERMS OF REFERENCE

TERMS OF REFERENCE SAFETY HEALTH AND WELFARE STEERING COMMITTEE	
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1. Purpose

The primary purpose of the TU Dublin Safety, Health and Welfare Steering Committee is to oversee the University's statutory requirements and ensure that the University Safety, Health & Welfare (SHW) Statement and all School/Function safety arrangements and risk assessments are reviewed at regular intervals. The purpose and all of the responsibilities below encompasses interaction with third parties where relevant including the operators of PPP buildings.

2. Responsibilities

i) To recommend to UET appropriate action necessary to implement the University's Safety Statement and to advise UET on issues of Safety Policy

ii) To set and prioritise performance standards in order to ensure the continued improvement of safety, health and welfare in the University and report on progress against priorities

iii) To advise UET on the allocation of resources for the adequate implementation of the University SHW Policy

iv) To ensure relevant SHW communications are issued to staff and students

v) To prioritise and ensure the implementation of corrective actions

vi) To oversee the formulation and review the implementation of Health and Safety Policies in TU Dublin to ensure legal compliance.

vii) To establish such specialist advisory groups as may be required to advise the SHW Steering Committee on action to be taken in specialist areas and to receive their reports

viii) To consider (where necessary) reports from Inspectors of statutory agencies charged with the enforcement of Health and Safety related legislation

ix) To monitor and review quarterly Injury/Incident data (collated by the Health and Safety Office)

x) To receive policy input from the Campus SHW Committees and to advise on matters referred to it by that Group

xi) To annually report to UET on the progress of implementation of Safety, Health and Welfare at Work matters in the University

xii) To review the development of a campus wide Emergency Plan for recommendation to the UET. Upon adoption of the Plan by UET, to monitor and report on its implementation and ongoing maintenance

xiii) To review the implementation of appropriate fire safety management systems on campus

3. Membership

i) The Committee shall consist of up to 17 members.

ii) The Committee will be chaired by a member of the UET.

iii) 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 as prescribed under Section 12(5)(b) of the Technological Universities Act 2018.

Proposed membership

Chair - Chief Operations Officer	1
Ex officio	
Head of Governance and Compliance	1
Campus and Estates Health and Safety Officer (OD title to be confirmed)	1
Professional Training & Development Manager	1
Head of Student Services and Wellbeing	1
Safety, Health and Welfare Senior Manager	**1**
Members	
Vice President of Research and Innovation	1
<u>Faculty Dean (Note 1)</u>	1
<u>1</u> x Representative from Sustainability	1
<u>2</u> x Representatives Higher Risk Areas (Note 2)	2
<u>1</u> x Representative Lower Risk Area (Note 2)	1
1 x Radiological Protection Officer	1
1 x Safety Representative (elected by Campus SHW Committee)	1
1 x Laser Safety Officer	1
TUDSU Representatives (Note 3)	**2**
Capacity to co-opt up to 1 further 'expert' members on an as needed basis	
Recording Secretary (in attendance) – SHW Office Admin Support	
Total Ongoing Membership	17

Note 1. Nominated by President.
Note 2. Senior staff nominated to provide representation from Faculties and Support/Service Units serve a 3 x year term and follow pre-determined rota – see below.
Note 3. One an elected student officer supported by a TUDSU staff member.

Term of office for members is 3 years, with a maximum of two terms per person normally applied.

Membership Rota	2022/23	2023/24	2024/25
Higher Risk Areas			
Faculty of Sciences and Health	X		
Faculty of Engineering and Built Environment	X		
Culinary Arts and Food Technology			
School of Art & Design			
Lower Risk Areas			
Faculty of Arts and Humanities (excl Culinary Arts and Food Technology and Art & Design)			

Faculty of Computing, Digital and Data			
Faculty of Business			
Professional Services	X		

4. Quorum

i) The quorum for all meetings necessary for the transaction of business shall be 2/3 of the complete membership. Where the complete membership constitutes an odd number the quorum shall be 2/3 of the membership rounded up to the next whole number.

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.

5. Frequency, attendance and convening of meetings

i) The Safety Health and Welfare Steering 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 staff members 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.

6. Secretariat

i) Secretariat function will be provided by the Safety, Health and Welfare Team.

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 should be forwarded to each member no later than two weeks before the date of the meeting.

iv) An agenda with supporting papers shall be forwarded to members no later than three working days prior to the date of the meeting.

v) Notices, agendas and supporting papers can be sent in electronic form.

7. Reporting

i) The Chair will present a summary report to the UET at the next UET meeting after each meeting. Where time permits, this shall be in writing, but where not possible, an oral report shall be presented.

ii) The Committee will formally report in writing to the UET by way of circulation of agreed signed minutes. UET will communicate out as appropriate to staff (e.g. to Heads of School, Heads of Service).

iii) The Committee will report in writing to the Campus Safety, Health and Welfare Committees by way of circulation of agreed signed minutes.

iv) The Committee will provide the UET with an Annual Report summarising the work done during the year and highlighting key governance issues covered.

8. Rights

The Committee may subject to obtaining the prior approval of the UET:
i) Co-opt additional members to provide specialist skills, knowledge and experience;
ii) Procure specialist advice at reasonable expense to the University, on any matter it believes it necessary to so do.

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) Subject to Executive approval the Committee is authorized to obtain professional advice and to secure the assistance of any relevant experience and expertise it considers necessary subject to procurement regulations.

iii) The Committee will receive the minutes from the Campus SHW Committees.

iv) The Committee will receive Safety, Health and Welfare Internal Audit reports and other relevant reports.

10. Review of Terms of Reference

The Committee shall review these Terms of Reference annually.