

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 Refer to Version Control table at the end of the document for information on revisions made

1 Purpose

The primary purpose of the Technological University 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.

1.1. Scope

All Safety, Health and Welfare matters and interactions with relevant parties within University owned/operated premises and grounds and approved offsite activities.

1.2. Status, Establishment and Dissolution

The President of TU Dublin has established the University Safety and Health Welfare (SHW) Steering Committee.

This Committee reports to the University Executive Team (UET). Dissolution is by recommendation to UET and is at the discretion of the President.

1.3. Authority

Under the direction of the University Executive Team, the Safety Health and Welfare Steering Committee, is empowered to make decisions, recommendations and advise on Safety, Health and Welfare matters.

2 Membership

- The Committee shall consist of up to **22** members.
- 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.

2.1 Membership

Chair - Chief Operations Officer	1
Ex officio	
Head of Governance and Compliance	1
Chief Infrastructure Officer	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

Campus and Estates Operations and Services Senior Manager	1
Chairperson of each Campus SHW committee or permanent nominee	5
High Risk Representative	1
Low Risk Representative	1
Representative from Sustainability	1
Radiological Protection Officer	1
Safety Representative (elected by Group of elected Safety Representatives)	1
Laser Safety Officer	1
Chief Risk and Assurance Officer	1
TUDSU Representatives ²	2
<i>In Attendance (non-voting)</i>	
<i>Occupational Health Advisors</i>	
<i>Capacity to invite 'experts' as required (e.g. Marketing and Communications, Insurance, Legal, People Development)</i>	
<i>Recording Secretary (in attendance) – SHW Office Administrative Support</i>	
Total Ongoing Membership	22

Term of office for members is three years, with a maximum of two terms per person normally applied, with the exception of Student Union Student representatives whose term is for the duration of their term of office in TUDSU.

2.2 Appointment

The composition of the Committee is as described in 2.1 and is approved by the UET in approving the Terms of Reference.

2.3 Chairperson

The Committee will be chaired by a member of the UET (University Executive Team) or nominee of the President

2.3.1 Appointment of the Chairperson

The Chairperson is directly appointed by the President.

2.3.2 Duties of the Chairperson

The duties of the chairperson include:

- Ensuring the smooth running of Committee meetings, including timely distribution of agenda and meetings documents, accurate recording of decisions made and prompt follow up on action items;
- Enabling discussion, contribution and participation from Committee members;

² An elected Student Officer supported by a TUDSU Staff Member

- Promoting good governance and effective leadership on SHW matters.

3 Meetings and Service

3.1 Frequency

- The Committee will meet at least four times a year. The Chairperson may convene additional meetings as they deem necessary.
- 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.
- If a member is absent for three consecutive meetings, the Secretary will communicate this fact to the member, outlining consequent actions. If the member is no longer in a position to attend, a new member will be appointed to replace the member for the remainder of that member's period in office.

3.2 Quorum

- The quorum necessary for the transaction of business shall be 50% of the membership plus one, (to include a member of Campus and Estates). Where the membership constitutes an odd number the quorum shall be 50% of the membership rounded up to the next whole number.
- A meeting may be held using 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 member who participates in an electronic meeting is taken for all purposes to have been present at the meeting;
 - Where the meeting is electronic, members must abide by the electronic meeting protocol; and
 - 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

3.3 Agenda

The agenda will be determined by the Chair. It will be circulated at least three days in advance of the meeting date together with supporting documents. Members will, in advance of a meeting or during a meeting when it becomes relevant, declare any conflict of interest in an agenda item, in line with University Policy.

3.4 Record of Actions and Decisions

Minutes/Notes of Meetings/Log of Actions and Decisions are stored on the agreed portal. They are retained in accordance with the University's Record Retention Schedule.

3.5 Administrative Support

- i. Secretariat function will be provided by the Safety, Health, and Welfare Office. The role of the Secretariat includes coordinating the business of the SHW Steering Committee including liaison with members and invitees, the preparation of meeting packs, drafting minutes and updating and actioning of action logs in agreed formats and circulation of documentation;
- 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; and
- v. Notices, agendas and supporting papers can be sent in electronic form.

4 Functions, Decisions and Reporting

4.1 Functions

- i. To recommend to the University Executive Team (UET) appropriate action necessary to implement the University's Safety Statement, address emerging legislation and to advise UET on issues of Safety Policy;
- ii. To review the SHW Strategic Plan and associated Key Performance Indicators to ensure the continued improvement of safety, health and welfare in the University and report on progress against priorities and agreed objectives;
- iii. To advise UET on the allocation of resources for the adequate implementation of the University SHW Policies;
- iv. To ensure relevant SHW communications are issued to staff, students and campus users where appropriate;
- v. To prioritise and oversee the implementation of corrective actions;
- vi. To oversee the formulation and recommend Safety, Health and Welfare Policies and related documentation to UET for approval;
- vii. To review the implementation of Health and Safety Policies in TU Dublin to ensure legal compliance and mitigate identified risks and explore opportunities;
- viii. 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;
- ix. To consider (where necessary) reports from Inspectors of statutory agencies charged with the enforcement of Health and Safety related legislation and relevant reports from university management and specialist advisory groups;
- x. To monitor and review quarterly Injury/Incident data (collated by the Safety, Health, and Welfare Office);
- xi. To receive policy input from the Campus SHW Committees and to advise on matters referred to it by the committees via the campus SHW committee escalation reports;
- xii. To annually report to UET on the progress of implementation of Safety, Health and Welfare at Work matters in the University;

- xiii. 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; and
- xiv. To review the implementation of appropriate fire safety management systems on campus.

4.2 Making Decisions/Taking Actions

Decisions and actions should be made by consensus with the Chairperson determining when consensus has been reached. When reaching a consensus is not possible, the matter will be decided by a majority of the votes of the members eligible to vote. When there is an equality of votes, the Chairperson shall have an extra casting vote

- 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 the escalation reports and minutes from the Campus SHW Committees. In the absence of agreed and signed minutes, the escalation report can highlight any items of importance to the Committee;
- iii. The Committee will receive Safety, Health and Welfare Internal Audit reports and other relevant reports.

4.3 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.
- 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; and
- v. The Committee will report to Governing Body through the Finance and Property Committee (via UET summary report).
- vi. The Committee will receive the escalation reports and minutes from the Campus SHW Committees. In the absence of agreed and signed minutes, the escalation report can highlight any items of importance to the committee;
- vii. The Committee will receive Safety, Health and Welfare Internal Audit reports and other relevant reports;

5 Review of Terms of Reference

The Committee shall review these Terms of Reference at least every three years

Version Control	
Revision dates	
001 18 th January 2023	Revised to amend membership to: Add Sustainability Rep (1) Change People Development Title to Professional Training and Development Manager And other minor changes
002 11 th December 2024	Revised to amend membership to: add Chief Infrastructure Officer add Chairperson of each Campus SHW committee or permanent nominee
003 3 rd February 2026	Revised to amend membership to: Add Campus and Estates Operations & Services Senior Manager Remove Campus and Estates Safety Operations Lead