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##### Technological University Dublin

##### Statutory Safety Representatives

##### TERMS OF REFERENCE

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## 1.Purpose

In accordance *Section 25 of the Safety, Health and Welfare at Work Act 2005*, employees

are afforded the opportunity to select and appoint Safety Representatives to represent

them in consultations with the University on matters of safety, health and welfare. These

terms of reference outline the internal systems in place for appointment of safety

representatives in Technological University Dublin (TU Dublin) and provide general

guidelines.

##

## 2.Representation

The following locations will have an elected Safety Representative:

* Aungier Street
* Bolton Street
* Grangegorman
* Tallaght
* Blanchardstown

The names of elected safety representatives are documented and will be available to

employees on the University website.

## 3.Elections

* Each Campus Safety Health and Welfare Committee will arrange for nominations from all categories of staff to be received.
* If only one nomination is received, this person will be deemed the elected safety representative.
* Requests for additional numbers of safety representatives will be considered at the discretion of the Chair of the relevant Campus SHW Committee.
* Sample election documents are available in the appendices.

## 4.Terms

1. The term of office is for three years. This may be reviewed on an annual basis.
2. Outgoing safety representatives are eligible for re-election.
3. A safety representative candidate must have been continuously employed for two years by TU Dublin at the time of election, and nominated by staff members with two years continuous employment by TU Dublin.

## 5.Responsibilities

#### The University will:

1. Be obliged to consider any representations made by the safety representative and, so far as is reasonably practicable, take any necessary and appropriate action in response.
2. Give reasonable time off to the safety representative, without loss of remuneration; both to acquire knowledge and train as a safety representative and to carry out the functions of a safety representative e.g. training may need to be given periodically to reflect legislative changes and the introduction of new procedures, substances or equipment etc.
3. Provide appropriate facilities for safety representatives to use i.e. the use of meeting rooms, photocopiers and communication equipment.
4. Inform the safety representative when an inspector arrives to carry out an inspection at a place of work.

#### The Safety Representative:

1. Having given reasonable notice to the relevant line manager, the safety representative has the right to inspect the place of work at a frequency or on a schedule agreed between him or her and the relevant line manager, based on the nature and extent of the hazards in the place of work.
2. A Safety Representative has the right to inspect immediately where an accident or dangerous occurrence has taken place, or where there is an imminent danger or risk to the safety, health and welfare of any person. To facilitate this, Heads of School/Function endeavour to notify their local Safety Representative immediately in such a scenario. The Safety, Health and Welfare Office may also liaise with the Chair of the Safety Representative Group to communicate relevant accidents and dangerous occurrences when notification has been received and an assessment has been made.
3. The Safety Representative may also investigate accidents and dangerous occurrences, provided this does not interfere with another person carrying out statutory duties under safety and health legislation, such as a Health & Safety Authority Inspector. Investigations may include visual examinations and speaking to people who have relevant information on the matter at hand, but physical evidence must not be disturbed before an inspector has had the opportunity to see it.
4. After giving reasonable notice to the University, the Safety Representative may investigate complaints relating to safety, health and welfare at work that have been made by an employee whom he or she represents.

#### A safety representative may also:

* Accompany an inspector carrying out an inspection other than the investigation of an

accident or a dangerous occurrence (although this may be allowed at the discretion of the inspector).

* At the discretion of the inspector, and where the employee concerned so requests, be

present when an employee is being interviewed by an inspector about an accident or

dangerous occurrence at a place of work.

* Make representations to the employer on safety, health and welfare at the place of work.
* Receive advice and information from inspectors in relation to safety, health and welfare at the place of work.
* Consult and liaise with other safety representatives appointed within the University

***It should be noted that a safety representative does not have any duties relating to safety, health and welfare under the Act additional to those that apply to employees generally.***

***The safety representative will not suffer any disadvantage through discharge of these functions. Section 27 of the 2005 Act protects employees from penalisation for any safety and health issues.***

## 6.Frequency, attendance and convening of meetings

* Each Statutory Safety Representative will be informed of and invited to meetings of the relevant Campus Safety, Health and Welfare Committee.
* The collective group of Safety Representatives will make their own arrangements to meet as a group once per semester to share information and collaborate on safety, health and welfare issues. They will nominate one member to represent them on the University Safety Health and Welfare Steering Committee.
* The Chairperson may convene additional meetings, as they deem necessary.

## 7.Reporting

The group will produce a report in writing by way of an agreed template:

To the University SHW Steering Committee following each meeting.

## 8.Training

* It is essential that safety representatives have the knowledge and skills necessary to perform their function effectively. Training of all elected safety representatives will be reasonably facilitated by TU Dublin.
* Each elected safety representative should complete a Training Needs Analysis and inform their line manager of further training required.

## 9.Secretariat

1. Secretariat function will be arranged by the elected Chairperson of the Safety Representative Group.
2. Information and papers will be circulated in a timely manner to enable full and proper consideration to be given to issues.
3. 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.
4. Supporting papers shall be sent at the same time.
5. Notices, agendas and supporting papers can be sent in electronic form.

## 10.Information Requirements

1. The Group shall keep itself up to date and fully informed about strategic issues and changes affecting the University and the environment in which it operates.
2. The Group will receive minutes from the University SHW Steering Committee.
3. The Group will receive Safety, Health and Welfare Internal Audit reports and other relevant reports.

## 11. Review of Terms of Reference

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

#### Appendix A

SAMPLE

**ELECTION**

**OF**

**TU DUBLIN STATUTORY SAFETY REPRESENTATIVE**

Nominations are invited from eligible staff for election as TU Dublin Statutory Safety Representatives for the following areas:

|  |  |
| --- | --- |
| **Campus** | **Number of Safety Representatives** |
| Aungier St Campus (including FOCAS Institute) | One Safety Representative |
| Bolton St Campus (including Linenhall, Beresford Street, Capel Street, ATC at Dublin Airport, and Broombridge, | One Safety Representative |
| Grangegorman (including Park House)  | One Safety Representative |
| Tallaght (including Airton Close, Priory Apt, Whitestown Business Park, Premier House, Synergy Global, City West ) | One Safety Representative |
| Blanchardstown (all campus, including LINC) | One Safety Representative |

Closing date for receipt of nominations:Click or tap to enter a date.

Nomination papers and details available from the Campus Safety Health and Welfare Committee.

A Poll will be conducted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if more than one candidate is validly nominated.

#### APPENDIX B

SAMPLE

**TU DUBLIN STATUTORY SAFETY REPRESENTATIVE**

**NOMINATION PAPER**

**We the undersigned, propose for nomination as a candidate at the election of TU Dublin Safety Representatives:**

|  |
| --- |
| **NAME OF CANDIDATE** |
| **Surname** | **First Name** | **Campus** | **Title** |
|  |  |  |  |

Signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For completion by Chair of the Campus Safety Health and Welfare Committee

I rule that this Nomination Paper is valid/invalid\* because

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair of Campus SHW Committee

\* Delete as appropriate

Closing Date for receipt of nominations is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Appendix C

SAMPLE

**TU DUBLIN STATUTORY SAFETY REPRESENTATIVE**

**BALLOT SHEET**

**Introduction.**

All employees may elect a Safety Representative and complete this ballot sheet at scheduled elections. Elections are organised by the Campus Safety Health and Welfare Committee every three years, or when the position of Safety Representative becomes vacant.

**Procedure**

1. The appropriate constituency has been ticked below
2. Vote 1,2,3 etc. for candidates in your order of preference
3. Fold sheet and place it in the ballot box provided in your area.

**Ballot Details**  Election Date:

 Location of ballot box:

**Part 1: Constituency**

***Please tick***

|  |  |
| --- | --- |
|  | Aungier St Campus (including FOCAS Institute) |
|  | Bolton St Campus (including Linenhall, Beresford Street, Capel Street, ATC at Dublin Airport, and Broombridge, |
|  | Grangegorman (including Park House)  |
|  | Tallaght (including Airton Close, Priory Apt, Whitestown Business Park, Premier House, Synergy Global, City West ) |
|  | Blanchardstown (all campus including LINC) |

***Part 2: Candidates***

**Vote 1, 2, 3 etc. in your order of preference for candidates, in the boxes provided**

|  |  |
| --- | --- |
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*Please place this ballot sheet in the ballot box provided in your area on Election Day.*