

University Health & Safety Committee

Terms of Reference

(a Sub-Committee of Executive Board)

1 Secretary

Head of Occupational Health & Safety Service

2 Membership

The Committee shall be composed of management and Union members, with attending members of relevant expertise.

A Management members:

- Chairman (Appointed by Council for a three year term)
- Lay member Appointed by Council
- Member of Executive Board responsible for Health and Safety
- Chairman of the Radiation Protection Sub-Committee
- Chairman of the Microbiological Hazards and Genetic Modification Safety Advisory Sub-Committee
- Director of Estates Support Service (or nominee)
- Director of Accommodation and Hospitality Services (or nominee)
- Chairs of Faculty Health & Safety Committees and Professional Support Services Health & Safety Committee

B Elected members:

The appointment and election of these members of the University Health & Safety Committee is undertaken under the local rules of the bodies concerned.

- Students' Union Society (two appointed Sabbatical Officers)
- UCU (two members)
- UNISON (three members)
- UNITE (two members)

C Attending persons:

These are expert persons who the Committee may summon attendance to provide advice, guidance and report.

- Routine attendance expected
 - Head of Occupational Health & Safety Service
 - Deputy Head of Occupational Health & Safety Service
 - University Occupational Health Practitioner

- University Insurance Officer
- To be called when specific issues require
 - University Biological Safety Adviser
 - University Radiation Protection Adviser

D Invited attendees

To facilitate communication between employers sharing workplaces as required under the Management of Health and Safety at Work Regulations.

- Chairman Dental School / Hospital Joint Health & Safety Committee (or nominee)
- Representative of the Newcastle Hospital Trust Safety Office

E Quorum

A quorum shall be not fewer than one third of the members (groups A and B above).

3 Terms of Reference

The terms have been extracted from the University Safety Strategy approved by Council in April 2008.

- University Health & Safety Committee will oversee and manage the co-ordination of safety policy and will manage and monitor the implementation of the University Safety Strategy, to ensure the mission and strategy is delivered.
- University Health & Safety Committee's key tasks are to:
 - develop and maintain the safety strategy on Executive Board's behalf
 - develop and monitor the action plan for strategic safety matters
 - report to Executive Board on progress in achieving the safety strategy and action plan
 - set, monitor and review University safety policy
 - monitor how routine health and safety work is undertaken including relevant reports to enforcing authorities
 - provide a consultation forum for management, staff and unions on health and safety matters
 - monitor the provision of health and safety support services at the University via the Occupational Health & Safety Service and Faculty / School level provisions
- To undertake these roles the Committee will include a Council-appointed independent Chair (from senior staff); a Council appointed lay member; a Member of Executive Board responsible for Health and Safety; and Trade Union representatives. The University Health & Safety Committee is also supported on a day-to-day basis by the Occupational Health & Safety Service.

Date of Last Review: 26.06.14

Date Approved by Executive Board: 03.03.15