

## Requirements to Establish a Committee

The University's Health, Safety and Wellbeing Policy require that:

### 2.2 ... Deans of Faculties and Directors of Service Divisions will:

- Put in place mechanisms (e.g. health, safety and wellbeing committee) to assure and monitor the implementation of the policy and protocols
- Chair their faculty/ service division health, safety and wellbeing committee

## Purpose

The Committee's main purpose is to enable engagement, participation and consultation between leadership/management and elected health and safety representatives (HSRs) on health, safety and wellbeing (HSW) issues.

## The Committee

- Advises the Dean/Director on HSW issues and enables monitoring of the efficacy of HSW systems and controls and supports the Dean/Director to deal with problems escalated from school or departmental meetings, and/or local committees
- Ensures that all aspects within its remit are considered and given prominence proportionately: safety, workplace health, and workplace mental health including harmful behaviour arising from either in-person or digital interactions
- The Committee will also oversee the implementation of the University's health and safety management system across the Faculty/Service Division and provide a consultative forum for the discussion, resolution and implementation of health, safety and wellbeing issues. This is to complement and not replace existing leadership and line management processes
- Where sites have multiple occupancy and no single Faculty or Service Division has overall charge of the facilities, a Building HSW Committee should be formed
- Where appropriate, similar and complementary Faculty/Service Divisions may combine to create a single Health and Safety Committee
- Must convene a minimum of four times a year

## Membership

- Committees are to be convened with equal membership taken from management and elected health and safety representatives (HSRs)
- The Dean/Director of Service Division will chair Faculty/Service Division Health and Safety Committees
- The Dean/Director should appoint leadership and management representatives with sufficient relevant authority
- Chairs of sub-committees
- The Health, Safety and Wellbeing Manager (or nominated representative) must be invited to attend

Faculty/Service Division Health, Safety and Wellbeing Committee	Version: 5	Issue date: February 2026	Review Date: February 2029
Approved by: Associate Director, Health, Safety and Wellbeing	Document Owner: Associate Director, Health, Safety and Wellbeing		
Content Manager: Health, Safety & Wellbeing Manager	Once printed this document is uncontrolled		
Health Safety and Wellbeing Management System	HSW002.4	Page 1 of 2	

- Co-opted members/advisors may include Service Managers from the cross-cutting services e.g. Property Services, IT, Security, Human Resources, student representatives and other specialist advisers who attend to report on campus-wide initiatives and issues

### **Model Terms of Reference**

- Establish goals for the year
- Establish, and receive reports from, sub-committees e.g. School, department, building etc...
- Review Faculty/Service Division health and safety systems and monitoring practices to ensure a consistent approach to health and safety across the Faculty/Service Division
- Receive and review reports from sub-committees
- Set and monitor training standards/requirements
- Set and review departmental audits
- Oversea and review risk assessments
- Monitor and review specific risks associated with the Faculty/Service Divisions/Schools activities
- Review and monitor incidents and incident trends
- Consider reports, correspondence or relevant issues from HSRs, staff, students, outside agencies and enforcing authorities
- Present feedback from the University Health, Safety & Wellbeing Committee to ensure effective sharing of information
- Advise on compliance with health, safety and wellbeing regulations, standards and codes of practice
- Ensure that delivery of agreed HSW plans and objectives is monitored
- Ensure appropriate emergency preparedness for all areas and foreseeable events within the Faculty/Service Division, including the provision of training and resources

All Faculty/Service Division Health, Safety and Wellbeing Committees are required to add the following item to their agenda:

- Any items to be escalated to the University HSW Committee

Faculty/Service Division Health, Safety and Wellbeing Committee	Version: 5	Issue date: February 2026	Review Date: February 2029
Approved by: Associate Director, Health, Safety and Wellbeing	Document Owner: Associate Director, Health, Safety and Wellbeing		
Content Manager: Health, Safety & Wellbeing Manager	Once printed this document is uncontrolled		
Health Safety and Wellbeing Management System	HSW002.4	Page 2 of 2	