

Faculty/Service Division Health, Safety and Wellbeing Committee

The main role of the Faculty/Service Division Health and Safety Committee is to report to and provide advice to the Dean of Faculty/Director of Service Division on all matters relating to the health, safety and wellbeing of staff, students and visitors in the Faculty/Service Division, and control of risks arising in the workplace or elsewhere, including virtually.

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. In cases where it might be appropriate similar and complementary Faculty/Service Divisions may combine to create a single Health and Safety Committee.

Requirements

- The Committee 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)
- Each Faculty and Service Division must convene a Health and Safety Committee four times a year
- The Committee's main purpose is to enable engagement, participation and consultation between leadership/management and health and safety representatives on health and safety issues
- The Committee also ensures that delivery of agreed HSW plans and objectives is monitored
- It also advises the Dean/Director on health and safety issues and enables monitoring of the efficacy of health and safety systems and controls, and supports the Dean/Director to deal with problems escalated from school or departmental meetings, and/or local committees.

Model Terms of Reference

- To review Faculty/Service Division health and safety systems, monitoring practices and accident figures and trends, and ensure a consistent approach to health and safety across the Faculty/Service Division
- To sample and review the quality and effectiveness of key tools – for example, risk assessments, inspection reports and training records
- To consider reports, correspondence or relevant issues from health and safety representatives, members of staff, outside agencies and enforcing authorities
- Relevant feedback from previous University Health and Safety Committees should be presented to ensure effective sharing of information
- To advise on compliance with occupational and environmental health and safety legislation, and relevant regulations, standards and codes of practice

Faculty/Service Division Health, Safety and Wellbeing Committee	Version: 3	Issue date: November 2023	Review Date: November 2026
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	

Membership

- 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
- Elected health and safety representatives and/or Union Representative are invited to attend
- The Health, Safety and Wellbeing Manager (or nominated representative) must be invited to attend
- Chairs or representatives from other Committees or focus groups relevant to the Faculty or Service Division may be co-opted to attend meetings: for example, shared Building or Sector Committees; Specialist Safety Committees/Management Groups; or other relevant Committees with common interests – Property, subsidiaries or LSRIIs. This facility is intended not to be prescriptively applied, but to facilitate inclusive debate and representation of interests where appropriate

¹ If a health and safety representative makes a formal recommendation, regarding health and safety, the employer must either adopt the proposal or provide a written statement setting out the reasons for not adopting the proposal.

Faculty/Service Division Health, Safety and Wellbeing Committee	Version: 3	Issue date: November 2023	Review Date: November 2026
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	