

## 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.

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

- 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 and management and health and safety representatives on health and safety issues.
- It also advises the Dean/Director on health and safety issues, enables monitoring of health and safety systems, 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 uniform approach to health and safety.
- To consider reports, correspondence or relevant issues from health and safety representatives<sup>1</sup>, 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.

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<sup>1</sup> 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.

## 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.
- Nominated 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.
- Co-opted advisers could include Service Managers from the cross-cutting services (e.g. Property services, ITS, Security), Fire Safety Consultants, Human Resources, Occupational Health Managers, student representatives and other specialist advisers who attend to report on campus-wide initiatives and issues.