

Appendix 4

Terms of Reference - Faculty/Services Health and Safety Committee/Meeting

Purpose

To provide governance for the delivery of safety, health and environment at a local level.

Key Objectives

- To provide leadership, governance and strategic direction to support the effective operation of the University's OHS management system.
- Monitor and evaluate progress against local OHS objectives and targets
- Ensure that outstanding local health and safety actions are addressed and closed out
- Review any local accidents, incidents and inspection/audit outputs and other safety performance indicators
- Maintain the health and safety risk register and develop plans to control the top operational risks (at least three)
- Annually review the local organisation and arrangements document for continued relevance and accuracy
- Address any OHS issues by staff and students and provide a forum for occupational health and safety consultation on local issues
- Agree any significant occupational health and safety issues to be escalated to the HSWOC

Membership (the exact composition will be for the Faculties/Directorate to determine based on its individual requirements)

- PVC/PSU Director (Chair)
- School Executive member/PSU Senior Manager (Deputy Chair)
- Head of Operations
- Heads of Departments/Senior Management representation
- A student representative (nominated by the Oxford Brookes Student Association) (as appropriate)
- Health and Safety Business partner
- Employee Representative(s)
- Specialist Safety Advisors e.g. BSO (as required)

Recommended outline for Agenda

- Minutes/action notes from previous meeting accepted
- Action log review
- Progress against objectives, and programmes
- Review risk register and monitor progress
- Review of inspection reports

- Review of accidents/near miss/Emergency reports and investigations
- Review of H&S compliance (as appropriate)
- Review of training requirements
- Update on University-wide issues

Meeting frequency

Quarterly to align with the HSWOC schedule.