

Appendix 2

Oxford Brookes Health Safety and Welfare Strategic Committee

Chair	University Registrar and Chief Operating Officer
Secretary	Health & Safety Officer
Reports to	Vice-Chancellor's Group (VCG)
Direct Reports	Genetic Manipulation Safety Committee (ACGM), Health Safety & Welfare Operational Committee (HSWOC)

Authority

- The HSWSC is a sub-committee of the Vice Chancellor's Group with delegated authority to provide strategic direction and governance as well as a forum to monitor the performance of the Occupational Health, Safety and Management System.
- The HSWSC may establish sub or working groups as required to fulfil its duties.

Duties

The key duties of the HSWSC are to:

- Provide leadership, governance and direction for effective operation of the University's Occupational Health and Safety Management System
- Advise the Vice-Chancellor's Group that the University's occupational health and safety risks are being properly controlled and managed
- Monitor the University's legal obligations relating to health and safety through reports received from the Health, Safety, and Welfare (Operations) Committee (HSWOC)
- Agree the passage of OHS policies and procedures for approval at VCG
- Ensure a consistent and coordinated approach to occupational health and safety planning and delivery
- Enable the transfer of health and safety best practice across the University
- Monitor and evaluate the University's performance against defined occupational health and safety objectives and targets
- Consider relevant legislative changes and other emerging issues and assess the likely impacts for the University and the actions required to fulfil them
- Progress any issues that the Vice-Chancellor's Group refers to the HSWSC for action
- Monitor and report that appropriate action has been taken on communications from Enforcing Authorities and other stakeholders
- Carry out a review of the University's occupational health and safety management

- Review accident trends, performance indicators and audit outputs
- Disseminate decisions and actions from HSWSC, including posting minutes and actions from each meeting on the University Health and Safety Intranet site
- The HSWSC has delegated powers to the Genetic Manipulation Safety Committee (ACGM) to propose changes to their constitution and terms of reference.

Membership

The membership of the will usually be the:

- University Registrar and Chief Operating Officer (Chair)
- Chief People Officer (Deputy Chair)
- Director of Occupational Health and Safety
- Director of ECS
- Health and Safety Manager
- Senior Occupational Health Adviser
- Health and Safety Adviser (Secretary)
- Faculty rep and GMO Officer
- Trade Union Safety Representatives

The HSWSC may, as required, co-opt additional members and invite attendees.

Meeting frequency

- The HSWSC will meet at least quarterly
- The schedule of meetings will be published on the Intranet
- Where necessary, decisions may be made by the Chair of HSWSC ex-committee, in consultation with other members of HSWSC. Any ex-committee decisions will be reported to the next meeting of the HSWSC

Meeting quorum

- At meetings, any six members will constitute a quorum. In the absence of a quorum, decisions may be made ex-committee through the Chair or Deputy Chair.