

Appendix 3

Terms of Reference – Oxford Brookes University Health, Safety and Welfare (Operations) Committee (HSWOC)

Chair	University Safety Manager
Deputy Chair	Director of Occupational Health and Safety
Secretary	Health & Safety Officer
Reports to	Health, Safety, and Welfare (Strategic) Committee (HSWSC).
Direct Reports	Faculty and Directorate H&S Committees/Meetings

Purpose

The purpose of this group is to provide a professional forum to support the University to achieve the highest level of occupational health and safety performance through the appropriate application and development of the occupational health and safety management systems. This committee reports to Oxford Brookes University's HSWSC.

Key Objectives

- To review outputs of the management systems to identify emerging strengths and weaknesses in measures of occupational health and safety performance.
- Consider and review reports of incidents, accidents and workplace diseases in order to identify trends and make recommendations for remedial action required.
- Contribute to the review and development of policies and procedures.
- Review the elements of the management systems to ensure they remain on track e.g. schedule of policy/procedure reviews and the implementation of corrective actions from external audits.
- Develop and recommend preventative strategies and opportunities for improvement to address trend information as necessary.
- Review OHS hazard profiles of the University, Faculties and Services and where appropriate, make recommendations to management and relevant stakeholders regarding how these may impact on local and University H&S risk/hazard registers.
- Assist in the development of appropriate information for the University's reviews of the OHS management system.
- Receive outputs from local H&S committees/meetings and facilitate their progression as appropriate, to the HSWSC.
- Considering reports tabled by members of the Committee and making recommendations for action following discussion
- Monitor changes in legislation and from external stakeholders e.g. certification bodies and advise the HSWSC where applicable.

Membership

- University Safety Manager (Chair)
- Director Of Occupational Health and Safety (Deputy Chair)
- Representatives from each Faculty and Directorate
- Students' Union Representative
- University Safety Advisers
- Poisons and Hazardous Materials Adviser
- Head of Environmental Sustainability
- Genetic Manipulation Safety Adviser/GM Committee Representative
- Secretary
- Health & Safety Adviser

Frequency

At least every three months in advance of the HSWOC.