

University Occupational Health and Safety Information Sheet

THE UNIVERSITY OF STRATHCLYDE – COMMITTEE OF COURT – STATUTORY ADVISORY COMMITTEE ON SAFETY & OCCUPATIONAL HEALTH (SACSOH)

Introduction

The University of Strathclyde recognises the importance of consulting its staff on safety, health and wellbeing matters to create a healthy, safe and secure working environment. The Statutory Advisory Committee on Safety & Occupational Health (SACSOH) has been convened to provide a forum for cooperation, communication and consultation between staff, students and the trade unions on occupational safety, health and wellbeing matters, thus recognising our legal duty on this matter. The principal aim of SACSOH is to reduce the number of workplace accidents and cases of work related ill health.

The Committee's meeting and reporting calendar follow that of the University's academic and reporting year, namely 1st August to July 31st. SACSOH meets three times a year and follows a cycle of health and safety planning; setting priorities for the forthcoming year; monitoring progress; and review of progress, which includes actions taken, items carried over and planning for the following year.

Chaired by the USCO, the Committee comprises of senior members of staff representing all Faculties, Professional Services, Trade Union health and safety members representing all staff, and a University of Strathclyde Students' Association member representing the student body. As permitted, the Trade Unions have confirmed that for safety, health and wellbeing matters, they represent all staff for consultation purposes; therefore, there are no elected employee representatives (non-Trade Union) on the committee. Individual Committee members are provided with suitable training to assist them with their role.

Terms of Reference

SACSOH meets three times per year to fulfil its remit and carry out the following:

- Provide a mechanism for the effective consultation with all staff through the Trade Union Health and Safety representatives on matters affecting their health, safety and wellbeing;
- Ensure that a suitable health and safety management structure is in place within the University, to maximise the protection of the health, safety and security of all staff, students, visitors and contractors and to ensure legislative compliance;
- Plan and report to the Committee on progress in relation to safety, health and wellbeing objectives and priorities;
- Review and approve all corporate OHS written arrangements, including the OHSaW Policy and associated written standards and supporting documentation;
- Monitor the implementation and operation of the University's Occupational Health, Safety and Wellbeing Policy statement and management arrangements, to ensure the key risks are identified, and appropriate control measures are in place via reports from:
 1. Executive Officers;
 2. The Head of Safety, Health and Wellbeing;
 3. The Director of Estate Services;
 4. The Head of Security Services;
 5. The Director of Human Resources;
 6. The Director of Student Experience;
 7. Each of the Faculty/Professional Services Representatives relating to matters escalated from departmental safety committees in their area;
 8. The President of USSA, Strath Union.

- Consider any findings following health and safety inspections of the workplace and any investigations of accidents, incidents, ill health, cases of occupational disease or dangerous occurrences undertaken by Trade Union representatives;
- Consider reports from the Health and Safety Executive and other relevant enforcement authorities;
- Consider safety, health and wellbeing matters raised by the Executive Team where appropriate;
- Review the provision of health and safety training for staff;
- Monitor and review the 3-year rolling OHS Audit Programme.

The Constitution of the Committee is as follows:

- i. **Ex-Officio Members:** The University Secretary and Compliance Officer (Chair of the Committee) (in their absence a member of the University Executive Team, as nominated by the USCO), a member of Court (appointed by Court), Head of SHaW and the Health and Safety Manager.
- ii. **Faculty and Professional Services Representatives:** One representative nominated by the Executive Dean of each Faculty and one representative for Professional Services nominated by the USCO.
- iii. **Trade Union Representatives:** One representative nominated by each of the University's recognised Trade Unions (UCU, Unison and Unite).
- iv. **Management Representatives:** Executive Officers, the Director of Human Resources, the Director of Estate Services, the Director of Student Experience and the Head of Security Services (or their nominated representative).
- v. **A Student Representative:** One representative from USSA, Strath Union, is nominated. This will normally be the President of Strath Union, who remains a member of the Committee for the length of their term in office.
- vi. **Other individuals:** Persons from within or out with the University may be invited to attend or support the work of the Committee as required by the Chair. This currently includes the Chief Executive of Strath Union, or nominee.
- vii. **Secretary to the Committee:** The Committee Chair appoints a Committee Manager to act in this role.

Duties of SACSOH members are as follows:

- All nominated members attend the committee meetings or send a suitable nominated representative.
- Provide reports to the Committee on agenda items as appropriate.
- Report to the Committee on annual plans, priorities and objectives; updating the Committee on progress at each meeting.
- Communicate relevant committee matters to other interested stakeholders as appropriate.
- Actively participate in suitable training for the role of committee member.
- Report any serious matters of concern to the Committee for the purposes of consultation.

Organisation

- The University publishes the meeting dates on an annual basis in advance of the first meeting of the new meeting cycle in September of each year.
- Meetings should not be cancelled or postponed except in exceptional circumstances, when the rearranged date should be announced as soon as possible.
- A meeting agenda, draft minutes and committee papers are made available on the SACSOH SharePoint site 7 days in advance of the next committee meeting.
- Responsibility for meeting arrangements and facilitation, as well as recording minutes and distributing committee papers lies with the SACSOH Committee Manager.
- Draft minutes of each meeting are agreed with the Chair of the Committee before circulating to committee members no later than 14 days after the date of each meeting.
- Terms of Reference, as defined by the USCO, are reviewed and approved by SACSOH on an annual basis.
- The Committee is quorate with 5 members present, i.e. the Chair of the Committee (or their nominated representative), two management representatives and two representatives for staff/students.