

# University Occupational Health and Safety Information Sheet

## DEPARTMENTAL SAFETY, HEALTH AND WELLBEING COMMITTEE

The purpose of a Departmental SHaW Committee is to assist the HoD in fulfilling their health and safety functions. The Committee is appointed by the HoD and should comprise a group that is a representation of the Department; normally there are equal numbers of representatives of staff and managers, and may include one student.

The Faculty/Directorate Health & Safety Manager/Coordinator is an ex-officio member who can be called upon to provide competent advice to each Departmental Safety Committee as well as providing a link between the Departmental Safety Committee and the respective Executive Officer. Members are generally replaced on a phased basis, so that acquired knowledge is retained.

The Head of SHaW is an ex-officio member who may nominate a member of the SHaW team to attend in their absence. They may provide competent advice to the Committee as well as providing a link between the Committee and SHaW. Specialist advisers may attend dependent on the agenda.

The main remit of these groups are to:

- Promote a strong safety culture among staff and students;
- Share best practice;
- Identify areas for improvement using new and innovative practices and techniques;
- Identify any opportunities to be more effective and efficient in relation to the management of safety, health and wellbeing;
- Provide guidance, advice or support to colleagues in similar roles;
- Ensure effective communications between departments on common issues;
- Identify any key issues or concerns and discuss potential solutions which supports continual improvement;
- Set high standards for safety, health and wellbeing which can then be replicated across the Department, Faculty and the University;
- Give sufficient consideration to OHS risks in all key business decision making;
- Review emergency arrangements, business continuity plans and fire safety arrangements;
- Review new and revised OHS Management Standards and provide feedback to the Head of SHaW during consultation exercises;
- Approve a written annual OHS assurance statement for all departmental activities, including significant partnerships, stand-alone entities and wholly owned companies, in relation to compliance with the Departmental Safety, Health and Wellbeing Plan;
- Review risks and issues which have been reported/escalated from staff, students and their representatives;
- Monitor and review health and safety audit findings, safety inspections, learnings from major incidents, accidents and significant near misses and emerging trends such as increased sickness absence rates;
- Review matters highlighted following inspections by external bodies, i.e. insurance providers, loss adjusters, trade union safety representatives, regulatory bodies and emergency services personnel, to ensure recommendations have been fully addressed;
- Review the Departmental Risk Registers and Risk Profiles as well as the associated Safety, Health and Wellbeing Action Plans at least annually;
- Review safety, health and wellbeing induction and training for all staff and students within each Department.