



**DCU Health and Safety Steering Group
(Reporting to Executive)
Terms of Reference**

To advise DCU Executive and Senior Management Group on the preparation and on-going review of the University's Safety Statement and on issues of Safety Policy

To advise DCU Executive on best national and international practice in relation to health and safety in the workplace

To oversee the formulation and review the implementation of Health and Safety Policies in DCU to ensure legal compliance.

To establish such specialist advisory groups as may be required to advise the Steering Group on action to be taken in specialist areas and to receive their reports

To consider (where necessary) reports from Inspectors of statutory agencies charged with the enforcement of Health and Safety related legislation

To monitor and review quarterly Injury/Incident data (collated by the Health and Safety Officer) on behalf of Executive

To provide a report of quarterly meetings to Executive (via Chair) for subsequent circulation to Heads and Deans

To receive policy input from the Health and Safety Consultation Group and to advise on matters referred to it by that Group

To annually report to Executive and Governing Authority on the progress of implementation of Health, Safety and Welfare at Work matters in the University

To oversee the development of a campus wide Emergency Plan for recommendation to DCU Executive. Upon adoption of the Plan by Executive, to monitor and report on it's implementation and ongoing maintenance.

To oversee the implementation of appropriate fire safety management systems on campus

To establish annual priorities for the continuous improvement of health and safety performance on campus and to report on progress vis a vis the set priorities



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Membership of Health and Safety Steering Group

Chair - Chief Operations Officer	1
Secretary - Health and Safety Officer	1
Ex officio	
Director of HR	1
Director of Estates	1
Senior Disability Officer	1
Members	
<u>Faculty Dean**</u>	1
<u>2</u> x Representatives Higher Risk Faculties (FSH & Faculty Eng + Computing)	2
<u>2</u> x Representatives Lower Risk Areas*	2
2 x Safety Representatives (elected by H&S Consultation Group)	2
<i>Capacity to co-opt up to 2 further 'expert' members on an as needed basis</i>	
<i>Recording Secretary (in attendance) – H&S Office Admin Support</i>	
Total Ongoing Membership (increase of 3 on previous numbers)	12

**** Nominated by President for 2 x year term**

***Senior staff nominated to provide representation from Faculties and Support/Service Units serve a 2 x year term and follow pre determined rota – see below.**

Term of office for members is 2 years, with a maximum of two terms per person normally applied.

Membership Rota	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Higher Risk Areas						
Science & Health	Yes	Yes	Yes	Yes	Yes	Yes
Engineering/Computing	Yes	Yes	Yes	Yes	Yes	Yes
Lower Risk Areas						
Humanities/Oscail	Yes	Yes				Yes
DCUBS			Yes	Yes		
Library				Yes	Yes	
Finance	Yes					
ISS		Yes	Yes			
Registry					Yes	Yes