



DCU Health & Safety Consultation Group – Terms of Reference

Terms of Reference:

To provide a formal mechanism for DCU staff to consult on safety, health and welfare at work issues in the University

To provide a forum where unresolved local issues or ongoing problems are raised for the attention of University management and/or the Health and Safety Steering Group

To elect 2 x Safety Representatives to the University Health and Safety Steering Group

To meet quarterly (in advance of the Health and Safety Steering Group)

The Role of Health and Safety Consultation Group Members is as follows;

- To liaise with fellow staff of the Unit/Faculty regarding occupational health and safety issues.
- To act as a conduit to bring health and safety issues raised by fellow staff to the attention of the Health and Safety Consultation Group and/or the Health and Safety Office.
- To provide feedback to the Faculty/Unit from the Health and Safety Consultation Group / Health and Safety Office.

Note

1. The role of Health and Safety Consultation Group Members is NOT to be responsible for occupational health and safety management within the Faculty/Unit (unless already included in their normal job description).
2. Consultation Group Members are not required to seek permission of Faculty / Unit Head to refer issues raised by staff to the Health and Safety Consultation Group / Health and Safety Office.

In accordance with Section 27(3) of the Safety, Health and Welfare at Work Act 2005, DCU will ensure that no Health and Safety Consultation Group Member is penalised for carrying out activities appropriate to that role. In addition Group Members will be given time away from normal duties to enable them to acquire knowledge and training and to discharge their role.

Requirements for the Role

Attend 1 x day occupational health and safety training.

Be willing to interact with staff at local level to examine and seek resolution (through Health and Safety Office / Consultation Group etc.) to issues raised.

Attend quarterly meetings of the Health and Safety Consultation Group.

Be willing to provide feedback to staff at local level following Group meetings.



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Composition of Consultation Group

- DCU Health & Safety Officer (Chairperson)
- 2 x Representatives from each Faculty (ideally 1 x Academic, 1 x non academic)
- 2 x Representatives from OVPLI (Ideally 1 x Registry/T&L, 1 x Student Support & Development/IBR)
- 1 x Representative from DCU Estates Office
- 1 x Representative from DCU Finance Office
- 1 x Representative from DCU Disability Office
- 1 x Representative from DCU President/Secretary Office
- 1 x Representative from DCU Students Union Executive
- 1 x Representative from DCU Postgraduate Students Grouping
- 1 x Representative from the DCU Human Resources Dept
- 1 x Representative from ISS
- 1 x Representative from DCU Library