

20/09/2017

DUBLIN
INSTITUTE
OF
TECHNOLOGY

TERMS OF REFERENCE

DIT CHEMICAL SAFETY WORKING GROUP

1. Role/Purpose

The Dublin Institute of Technology (DIT) Chemical Safety Working Group (DITCSWG) will provide strategic direction and leadership and act in an advisory capacity to ensure all chemicals are managed effectively in DIT.

The DITCSWG sets out to:

1. Review current status of chemical safety management at DIT
2. Develop a policy for the management of all chemicals at DIT which is appropriate to DIT's consolidation to the campus at Grangegorman.
3. Provide recommendations to the DIT SLT Health and Safety Sub – Committee.

2. Term

This Term of Reference is effective from October 2017 for a two year duration for the working group and will at that point be terminated by agreement between the parties.

3. Membership

The DITCSWG is a working group of the SLT Health and Safety Sub – Committee and will comprise of representation from:

- Health and Safety Office
- All relevant Schools/Functions
- Student Services
- DITSU
- Other relevant stakeholders as required

4. Roles and Responsibilities

The working group is accountable for:

- recommending how obstacles to the working groups successful delivery, adoption and use can be removed;
- maintaining at all times the focus of the working group on the agreed scope, outcomes and benefits; and
- monitoring and reviewing the factors outside the working groups control that are critical to its success.

The membership of the working group will commit to:

- attending scheduled group meetings and if necessary nominating a proxy;
- making timely decisions; and
- notifying members of the group, as soon as practical, if any matter arises which may be deemed to affect the development of the working group.

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5. Meetings

- A meeting quorum will be 4 members of the working group ;
- Meetings will be held each semester; and
- If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

6. Amendment, Modification or Variation

The Terms of Reference may be amended, varied or modified and approved by the DIT SLT health and safety sub –committee.