

# TERMS OF REFERENCE FOR STATUTORY SAFETY REPRESENTATIVE

As approved by SLT on 25 October 2012. Noted at the DIT SLT Health & Safety Sub-Committee 22nd January 2013. Reviewed September 2014. Reviewed and approved by SLT Health & Safety Sub – Committee April 2017.

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## **1.0 Context**

The *Safety, Health and Welfare at Work Act 2005*, provides for consultation between employers and employees to help ensure co-operation in the prevention of accidents and ill health. Under *Section 25 of the 2005 Act*, employees are entitled to select a safety representative to represent them on safety and health matters and under *Section 20*, the safety statement must specify the arrangements in place regarding the appointment and consultation with employees and safety representatives. These terms of reference are referenced from the DIT Framework Safety Statement and outline the internal systems in place by DIT.

It is the policy of DIT to consult with staff members on issues that affect their safety, health and welfare and ensure strong representation in all health and safety matters. Safety representatives are elected per College/Function and/or Campus at the discretion of the chair of each Health and Safety Team.

## **2.0 Election of statutory safety**

There will be one elected safety representative per College/Function and/or Campus at the discretion of the chair of each Health and Safety Team.

The term of office is for three years. This may be reviewed on an annual basis. Outgoing safety representatives are eligible for re-election.

A safety representative candidate must have been continuously employed for two years by DIT at the time of election, and nominated by staff members with two years continuous employment by DIT.

*Section 25 of the 2005 Act*, entitles employees to decide on, select and appoint a safety representative. Each College/Function will arrange for nominations to be received and local elections to be held.

If only one nomination is received, this person will be deemed the elected safety representative.

The group of safety representatives will subsequently nominate one member to represent them on the DIT Senior Leadership Team (SLT) Health and Safety Sub-Committee.

## **3.0 Health & Safety Team Meetings**

The statutory safety representatives will be informed of and invited to all relevant Health and Safety Team meetings.

Generally, meetings will take place every two months. The dates of meetings will be scheduled for a full year in advance and circulated to all members and those in attendance. The Chairperson of each Health and Safety Team will ensure that all team members are informed of the date, time and location.

Meetings will not be cancelled or postponed except in very exceptional circumstances. Where postponement is absolutely necessary, an agreed date for the next meeting will be made and announced as soon as possible.

## **4.0 Role of statutory safety representatives**

A safety representative may consult with, and make representations to, the employer's local Head of Function on safety, health and welfare matters relating to the place of work. The intention of these consultations is to highlight potential problems, and to prevent accidents and ill health. The employer's local Head of Function must consider these

representations and so far as is reasonably practicable, take any action considered to be necessary or appropriate with regard to these representations, including directing the matter for attention to the relevant function, such as the Estates Office, to identify and implement solutions.

*The safety representative may:*

- Make representations to DIT through the structures provided on safety, health and welfare at work;
- Receive information from DIT as is necessary to ensure so far as is reasonably practicable, the safety, health and welfare of employees at the place of work including access to information outlined in *Section 9 (3) of the 2005 Act*, information on risk assessments, reportable accidents, occupational illnesses and dangerous occurrences, and other as necessary;
- Investigate accidents and dangerous occurrences provided it does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person;
- Carry out inspections and investigate hazards and complaints subject to agreement and prior notice given to the local Head of Function;
- Be informed of any visits from the Health and Safety Authority (H.S.A) and accompany a H.S.A Inspector and the Health and Safety Officer, at the discretion of the inspector on any visit;
- Make verbal or written representations to inspectors, including representations about the investigation of accidents or dangerous occurrences;
- Receive advice and information from inspectors in relation to safety, health and welfare at the place of work;
- Be allowed time off by the local Head of Function as may be reasonable to act as a safety representative or to acquire the knowledge to carry out that function without loss of remuneration;
- Be given the opportunity to receive appropriate health and safety training;
- Consult and liaise with other safety representatives appointed; and
- Forward all relevant information to the nominated safety representative on the DIT SLT Health and Safety Sub-Committee.

The safety representative will not suffer any disadvantage through discharge of these functions. *Section 27 of the 2005 Act* protects employees from penalisation for any safety and health issues. Further details regarding role of safety representatives will be outlined on the statutory three day training programme.

## **5.0 Training of Elected Safety Representatives**

It is essential that safety representatives have the knowledge and skills necessary to perform their function effectively. Training of all elected safety representatives will be reasonably facilitated by DIT.

Each elected safety representative should complete a Training Needs Analysis and inform their line manager of further training required.

## **6.0 Reference**

[Guidelines for safety representatives and safety consultation.](#)