

Draft Terms of Reference
For
Safety Representatives

As approved by SLT on 25 October 2012
Noted at the DIT SLT H & S Sub-Committee 22nd January 2013

ToRs –safety representatives

1.0 Context

The 2005 Act 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 with their employer. Section 26 sets out the arrangements for this consultation on a range of safety and health issues at the workplace. Where a safety committee is in existence in a workplace it can be used for this consultation process.

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. In addition to safety committees and Health and Safety Teams, safety representatives are also elected per College/Function.

This document sets out the terms of reference for safety representatives in DIT.

2.0 Election of Safety Representatives

There will be one elected safety representative for each College/Function, unless otherwise approved by the DIT Health and Safety Sub-Committee. The term of office is for three years. This may be reviewed on an annual basis.

A safety representative must be employed for two years by DIT.

Section 25 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. Staff within the scope of each College/Function will be entitled to attend Health and Safety Team meetings.

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 SLT Health and Safety Sub-Committee.

3.0 Health & Safety Team Meetings

The 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 Rights, Obligations & Functions of Safety Representatives :

- Make representations to management on any aspect of safety, health and welfare at work
- Receive information from management as is necessary to ensure so far as is reasonably practicable, the safety, health and welfare of employees at the place of work
- 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

ToRs –safety representatives

- Carry out inspections and investigate hazards and complaints subject to agreement and prior notice
- Be informed of any visits from the Health and Safety Authority (H.S.A) and accompany a H.S.A Inspector, at the discretion of the inspector, on any visit except when it is for accident/ dangerous occurrences investigation
- Make verbal or written representations to inspectors on matters of safety, health and welfare
- Receive advice and information from H.S.A inspectors
- Be allowed time off as may be reasonable to act as a safety representative or to acquire the knowledge to carry out that function
- Be given the opportunity to receive appropriate health and safety training
- Liaise with Building Maintenance Managers in relation to structural safety issues highlighted on the hazard report forms
- Liaise with local management in relation to operational safety issues highlighted on the hazard report forms
- Forward all relevant information to the safety representative elected to represent them on the DIT SLT Health and Safety Sub-Committee
- Liaise with the Health and Safety Officer regarding all information relating to safety, health and welfare in the Institute
- Attend meetings with the Health and Safety Officer and co-operate in the distribution of information in relation to safety, health and welfare
- Liaise with the Health and Safety Officer and the Health and Safety Team in relation to preparing and reviewing policy documents
- Maintain a high professional standard and profile
- Keep up to date with relevant legislation, guidelines, codes of practice and other information in relation to safety, health and welfare
- Maintain confidentiality as necessary
- Develop and engage in pro-active relationships with staff and management to promote safety, health and welfare
- Carry out such functions related to the role as may be necessary or required for its effective discharge

The Safety Representative will not suffer any disadvantage through discharge of these functions. Section 27 of the 2005 Act protects employees generally from penalisation for any safety and health issues. Further details regarding rights 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 organised by the Staff, Training and Development Office. Each elected safety representative should complete a Training Needs Analysis in conjunction with the Staff Training and Development Office and inform this Office of further training required.

6.0 Reference

Guidelines for safety representatives