

Terms of Reference

for

DIT Health & Safety Sub-Committee of the Senior Leadership Team (SLT)

and

DIT Health and Safety Teams

Approved by SLT on 3rd November 2011

Revised and approved by SLT on 25th October 2012

Revised & approved :

Health & Safety Sub-Committee

I. Membership

Voting Members:

Chair: President/ other appointed by the President for a two year term
Permanent members: Director of Human Resources
Director & Dean of College (rotated every 2 years)

Non-Voting Attendees:

Permanent Attendees:
A College Manager (rotated every 2 years)

Health & Safety Officer (Secretariat)
Institute Secretary
Estates Officer
*An elected safety representative from the group of DIT safety representatives
An elected student representative
A DIT Students Union staff representative
Radiological Protection Officer
Public Affairs Officer

Ad hoc Attendees: Other colleagues may be invited to address specific items as required.

* *elected safety representative is the statutory safety representative*

2. Purpose

To ensure that Dublin Institute of Technology (DIT) complies with the statutory requirements under health and safety legislation and that it meets the required health and safety needs of the DIT community and its visitors.

In Scope:-

All health and safety matters within DIT owned/operated premises and grounds and approved off-site activities of DIT involving students and staff. The buildings included within this scope are provided in Appendix 1.

3. Terms of Reference

- To monitor and report to Senior Leadership Team (SLT) on the risks and opportunities of the Institute within the area of 'purpose' as defined in section 2 above and to keep under review the implications of the Risk Register associated with the relocation of DIT activities to the Grangegorman campus ;
- To review, make recommendations to SLT and monitor the action plans of the operational units, (including the Health & Safety Teams – see Appendix 2), that are required to mitigate identified risks and exploit opportunities;
- To monitor and report to SLT on progress towards the achievement of agreed objectives and to prepare an annual work programme of the Sub-Committee in line with DIT priorities;
- To enhance the integration of health and safety into the existing management structures and to ensure effective monitoring, audit and review of the Institute's Framework Safety Statement;
- To give formal assurance to SLT regarding efficient and effective health and safety operations within DIT;

- To develop and monitor implementation of policies, procedures, guidelines and codes of practice that ensure compliance with national legislation, so as to support the management of health and safety matters throughout the Institute;
- To receive, consider and make recommendations to SLT on (i) reports from enforcing authorities, internal inspections etc. and (ii) reports and proposals submitted from executives from other functional areas and from other health and safety committees within DIT;
- To review, monitor and make recommendations to SLT with respect to relevant external and internal developments;
- To monitor DIT's compliance in relation to its regulatory and statutory obligations and to draft recommendations for corrective actions as necessary; and
- Through its membership, disseminate the content of Sub-Committee meetings to relevant stakeholders.

Deliverables

- Annual work programme;
- Report to SLT through recorded minutes ;
- Report to Governing Body through the Chair's report ;
- Policies and procedures, as required, for SLT and/or Governing Body approval;
- Framework Safety Statement;
- Ancillary safety statements;
- Risk Register;
- Annual Health and Safety Training Plan ; and
- Radiation Safety Manual

Governance

Frequency of Meetings: Every two months

Reporting: To Senior Leadership Team

Quorum: Two voting members

Voting: Decisions to be achieved by consensus of voting members.

Chair: The Chairperson provides an objective voice to the discussions and debate of the Sub-Committee. S/he is required to represent the agreed position of SLT with respect to health and safety and remind members and attendees of the agreed objectives on relevant matters. It is the responsibility of the Chairperson to ensure that the Sub-Committee functions properly; that there is full participation at meetings; that all relevant matters are discussed and that effective decisions are made and carried out.

The Chair of the Sub-Committee is responsible for reporting back to SLT and subsequently to the appropriate functional areas to ensure the implementation of agreed decisions.

Secretariat: The role of the Secretariat is to co-ordinate the business of the Sub-Committee including liaison with members, the preparation of the agenda, the circulation of papers and the communication of decisions. The Secretariat is required to prepare any outcome reports from the meeting, including any advice or recommendations agreed, to be signed off by the Chair. The Secretariat may also be required to prepare key documents on behalf of the Chair/Sub-Committee.

The Secretariat is the custodian of the Sub-Committees procedures and advises the Chair, members and attendees accordingly.

It is the responsibility of the Secretariat to ensure that proper records of minutes of all meetings are maintained in the agreed Institute format; that minutes, proposals and other documentation as agreed by the Sub-Committee are forwarded to SLT and Chairs of each Health and Safety Team in a timely fashion; that decisions are communicated to relevant parties promptly; and that decisions, papers and other documentation as agreed by the Sub-Committee/SLT are uploaded on the agreed on-line portal for view by the relevant stakeholders.

The Secretariat for this Sub-Committee will be managed by the Health & Safety Officer.

Health & Safety Teams (Reporting to the DIT SLT Health & Safety Sub-Committee)

There are *9 Health & Safety Teams (see Appendix 2)

**this will be continuously reviewed as we embrace changes over the coming years*

1. Membership

Chair: Director of College/Function

Permanent members:

A representative from each School/Function
Estates Maintenance Manager(s)
Estates Service Supervisor(s)
Occupational Health Officer relevant to operations
*An elected safety representative as per the terms of reference
An elected student representative
A DIT Students Union staff representative
College/Senior Functional Manager

Ad hoc Attendees: Other colleagues may be invited to address specific items as required.

* *elected safety representative is the statutory safety representative*

2. Purpose

To ensure that relevant health and safety issues are co-ordinated and managed effectively and ensure that there is full compliance with relevant legislation.

In Scope:

All health and safety matters in respect of staff, students, visitors and campus users within the designated Health and Safety Team and designated buildings (Appendix 2).

3. Terms of Reference

- To ensure that all relevant Schools/Functions have a comprehensive and up-to-date safety statement in place;
- To receive and consider a standard report submitted by each School/Function and ensure that all risks are tracked and controlled in conjunction with the Risk Register;
- To ensure that emergency programmes and first-aid arrangements are in place and communicated to all staff, students and campus users;
- To assign responsibility to individual executives to establish emergency and first-aid procedures;
- To approve a standard report (template format) to be submitted to the SLT Health & Safety Sub-Committee;
- To raise matters with other Health & Safety Teams, concerning buildings designated to those Teams, in order to initiate and progress health and safety action items of concern to members;
- To analyse incident reports prepared by the Occupational Health Officer and to prepare and monitor implementation of action plans;
- To designate specific Emergency Response Teams to deal with critical incidents and monitor activities of these Teams including specific training as required;
- To develop a communications system to inform staff, students and campus users within the scope of the Health & Safety Team and designated buildings of health and safety matters;
- To monitor compliance with health and safety policies and procedures for all Schools/Functions within the scope of the Health & Safety Team; and

- To liaise with the Critical Incident Management Team as required and ensure that Impact Questionnaires, Functional Contingency Plans and Business Recovery Plans are developed.

Deliverables

- School/Function safety statements (periodically reviewed)
- Health and safety action plans
- Emergency programmes and first-aid arrangements
- Emergency Response Teams
- Communication system for staff and students
- Bimonthly (every two months) reports to the SLT Health & Safety Sub-Committee through recorded minutes and template
- Impact Questionnaires, Functional Contingency Plans and Business Recovery Plans
- Risk Register

Governance

Frequency of Meetings: Every two months

Reporting: To DIT SLT Health & Safety Sub-Committee

Quorum: 5 Members

Chair: The Chairperson provides an objective voice to the discussions and debate of the Group. S/he is required to represent the agreed position of DIT with respect to health & safety matters and remind members and attendees of the agreed objectives on relevant matters. It is the responsibility of the Chairperson to ensure that Team functions properly; that there is full participation at meetings; that all relevant matters are discussed and that effective decisions are made and carried out.

The Chair of the Team is responsible for ensuring that the minutes are forwarded to the Secretary of the DIT SLT Health and Safety Sub – Committee.

Secretariat: The role of the Secretariat is to co-ordinate the business of the Team including liaison with members, the preparation of the agenda, the circulation of papers and the communication of decisions. The Secretariat is required to prepare any outcome reports from the meeting, including any advice or recommendations agreed, to be signed off by the Chair. The Secretariat may also be required to prepare key documents on behalf of the Chair/Team.

The Secretariat is the custodian of the Team procedures and advises the Chair, members and attendees accordingly.

It is the responsibility of the Secretariat to ensure that proper records of minutes of all meetings are maintained in the agreed Institute format; that minutes, proposals and other documentation as agreed by the Team are forwarded to the DIT SLT Health & Safety Sub-Committee in a timely fashion; that decisions are communicated to relevant parties promptly; and that decisions, papers and other documentation as agreed are uploaded on the agreed on-line portal for view by the relevant stakeholders. It is the responsibility of the Secretariat to ensure minutes from the DIT SLT Health and Safety Sub-Committee are communicated to the Team members.

The Secretariat for the Health & Safety Team will be managed by the relevant College Manager/Senior Functional Manager.

APPENDIX I

The buildings within the scope of the Health & Safety Sub-Committee are DIT premises at:-

Aungier Street
Bolton Street
Beresford Street
81 Capel Street
Linenhall
E Block
Airport Business Park
Kevin Street Main Building
Annex Building Kevin Street
Church Lane
30, 31, 33, 34, 35 New Bride Street
N.O.C 19a, Lower Kevin Street
FOCAS building, Camden Row
169 Rathmines Road
Chatham Row
Cathal Brugha Street
6-12 Sackville Place
40-45 Mountjoy Square
Marlborough Street
Docklands Innovation Park
143-149 Rathmines Road
Bannow Road
Grangegorman campus

Grangegorman campus: North House, North House Annex, Orchard House, Rathdown House, Bradogue, Glassmanogue, St. Laurence, C of I Church, Clock Tower, Cleansing Depot

HUMAN RESOURCES & FINANCE & RESOURCES

Chair: Director of HR

Members:

Representatives from each of the following Functions:-

- Research & Enterprise
 - Information Services
 - Academic Affairs & Registrar
 - Student Services and Admissions
 - Human resources
 - finance
- Estates Maintenance Manager(s)
 - Estates Service Supervisor(s)
 - Occupational Health Officer
 - Staff Training and Development Officer
 - An elected safety representative/s for building

Buildings in Scope:

143-149 Rathmines Road

STUDENT SERVICES

Chair: Director of Student Services

Members:

Representatives from each of the following Functions:-

- Student Administration
 - Campus Life
 - Access and Civic Engagement Service
 - Philanthropy
 - International Office
 - Campus Planning
- Senior Manager in Student Services
 - An elected safety representative/s
 - An elected student representative
 - Estates Maintenance Manager(s)
 - Estates Service Supervisor(s)
 - Occupational Health Officer

Buildings in Scope:

Bannow Road

ACADEMIC AFFAIRS & REGISTRAR

Chair: Director of Academic Affairs & Registrar

Members:

Representatives from each of the following Functions:-

- Academic Records and Quality Assurance
 - Enrolment Planning and Admissions
 - Library Service
- Senior Manager in Academic Affairs & Registrar
 - An elected safety representative/s
 - Occupational Health Officer

(this Team meets every two months as part of a general meeting)

COLLEGE OF ARTS & TOURISM

Chair: Director & Dean of College of Arts & Tourism

Members:

Representatives from each of the following Schools:-

- Conservatory of Music and Drama
 - School of Art Design and Printing
 - School of Culinary Arts and Food Technology
 - School of Hospitality Management & Tourism
 - School of Media
 - School of Languages, Law & Society
 - CSER; CTMP; DMC
 - GDA
 - Campus Planning Team
 - The Presidents Office
- College Manager/Senior Functional Manager
 - An elected safety representative/s
 - An elected student representative
 - Estates Maintenance Manager(s)
 - Estates Service Supervisor(s)
 - Occupational Health Officer

Buildings in Scope:

Cathal Brugha Street, Chatham Row
Marlborough Street, 40-45 Mountjoy Square,
169 Rathmines Road, 6 – 12 Sackville Place, Grangegorman
Campus

COLLEGE OF BUSINESS

Chair: Director & Dean of College of Business

Members:

Representatives from each of the following Schools:-

- School of Accounting & Finance
 - School of Management
 - School of Marketing
 - School of Retail & Services management
 - Graduate School of Business
 - Staff training and Development Office
 - Learning, Teaching & Technology Centre
- College/Senior Functional Manager
 - An elected safety representative/s
 - An elected student representative
 - Estates Maintenance Manager(s)
 - Estates Service Supervisor(s)
 - Occupational Health Officer

Buildings in Scope:

Aungier Street

COLLEGE OF ENGINEERING & BUILT ENVIRONMENT

Chair: Director & Dean of College of Engineering & Built Environment

Members:

Representatives from each of the following Schools:-

- School of Architecture
 - School of Civil Engineering (DEL)
 - School of Electrical & Electronic Engineering (CNRI, PRC, AHFR)
 - School of Mechanical & Design Engineering (CER)
 - School of Spatial Planning & Transport Engineering
 - School of Surveying & Construction Management
 - School of Multi-Disciplinary Technologies
- College/Senior Functional Manager
 - An elected safety representative/s
 - An elected student representative
 - Estates Maintenance Manager(s)
 - Estates Service Supervisor(s)
 - Occupational Health Officer

Buildings in Scope:

Beresford Street, Bolton Street, E-Block, Linenhall, , 81 Capel Street, Airport Business Park

COLLEGE OF SCIENCES & HEALTH

Chair: Director & Dean of College of Sciences & Health

Members:

Representatives from each of the following Schools:-

- School of Biological Sciences
 - School of Chemical & Pharmaceutical Sciences (Crest)
 - School of Computing
 - School of Food Science & Environmental Health
 - School of Mathematical Sciences
 - School of Physics (IEO, RESC, NOC)
 - Graduate Research School
 - FOCAS
- College/Senior Functional Manager
 - An elected safety representative/s
 - An elected student representative
 - Estates Maintenance Manager(s)
 - Estates Service Supervisor(s)
 - Occupational Health Officer

Buildings in Scope:

Church Lane; Main Building Kevin St, Annex Building Kevin St.,
N.O.C 19a Lr Kevin Street, 30, 31, 33, 34, 35 New Bride Street,
FOCAS Camden Row

RESEARCH AND ENTERPRISE

Chair: Director of Research & Enterprise

Members:

Representatives from each of the following Functions:-

- Research Development
 - Research Support & Project Management
 - Research Finance
 - Hothouse
- Senior Manager in Research & Enterprise
 - An elected safety representative/s
 - Estates Maintenance Manager(s)
 - Estates Service Supervisor(s)
 - Occupational Health Officer

Buildings in Scope:

Docklands Innovation Park

RADIOLOGICAL PROTECTION, CMR, SVHC ADVISORY TEAM

Chair: Director & Dean of College of Sciences and Health

Members:

Representatives from each area that uses/deals with above

- Radiological Protection Officer
- An elected safety representative/s
- Estates Maintenance Manager(s)
- Estates Service Supervisor(s)
- Occupational Health Officer

