



Health & Safety Committee Terms of Reference

Enhancing Health & Safety in RCSI

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

To provide a consultative forum that can effectively address the safety, health and welfare at work of employees in RCSI with particular reference to the requirements of the Safety Health & Welfare at Work Act, 2005, Section 26 and Schedule 4.

The Health & Safety Committee has been formed from Staff members participating on a voluntary basis / Health and Safety Representatives / Employee Elected Representatives in order to address the following:

- Report and discuss health, safety and welfare issues, including hazards reported to Health & Safety Representatives by staff.
- Discuss and make recommendations on issues affecting health, safety and welfare introduced as a result of changes in legislation, codes of practice or guidelines.
- Review the status of health, safety and welfare management through statistical analysis of injuries, the progress of corrective actions for reported hazards and planned health, safety and welfare activities.

1. Procedure

- In the first instance all employees should bring any safety related issues to the attention of their Line Manager for consideration and action/response.
- Where the response received by employees is deemed not to be satisfactory they are entitled to bring the matter to the attention of their Safety Representative for consideration by the Health & Safety Committee.
- Management may also bring issues to the attention of the committee either directly through their Safety Rep or indirectly through the Health & Safety Manager or designate.
- Where issues have not been addressed at a local level the nominated Health & Safety Representative shall raise the safety related item at the Health & Safety Committee Meeting for consideration by the Committee Members.
- The Health & Safety Committee will be obliged to address any issues brought before it.

2. Meeting Attendees

The attendees at the H&S Committee will be a representation of the RCSI with representatives and made up of the following:

- 1No. Health & Safety Committee – Based in St. Stephens Green
- 1No. Health & Safety Committee – Based in Beaumont ERC

3. Meeting Frequency

The H&S Committee make up 1 personnel from each department in RCSI (including all lab depts and professional services and academic depts.) will convene on a quarterly basis. All committees will meet more frequently where an emergency meeting is called. The Chairperson of this committee will report to the Health and Safety Office as and when required.

4. Meeting Duration



RCSI

The committee meeting will be at least one hour in duration however there may be circumstances where the meeting may take a shorter or longer time depending on the items on the agenda and discussions which may take place.

5. Emergency Meetings

Where an urgent issue needs to be addressed an emergency meeting may be called through the Committee Chairperson. Such meetings shall only deal with the urgent safety issue raised.

6. Sub Committees

From time to time, particularly when there is insufficient information to allow discussion to proceed to a recommendation from the committee, the committee may form a sub-committee of at least two persons to research the relevant information required and to report back to the H&S Committee at the next meeting or an intervening emergency meeting. The H&S Committee may request the involvement of relevant persons who are not Committee members from time to time.

7. Quorum

The H&S Committee requires a minimum of at least 5 of its number to be in attendance in order for the committee meetings to proceed. However, with consultation with the Health & Safety Manager and the H&S Committee members the quorum may be altered. In the event that a quorum is not achieved then the meeting will be conducted at a further time or held over until the next meeting date scheduled, depending on the urgency of items to be discussed. The Chairperson will have the casting vote.

8. Chairperson

The Chairperson will be the Health & Safety Manager or designate, the Senior Estates Manager.

9. Pre-meeting Preparation

- The Chairperson shall ensure that members are advised of date/time/place of meeting at least 5 working days before the scheduled meeting date.
- The H&S Chairperson will prepare the meeting agenda to that notification.
- Members will familiarise themselves with the agenda and seek input from staff in their work area as to any issues of concern.
- Any outstanding items from previous meetings shall be firstly addressed to seek timely resolution and close out.

10. Meeting Requirements

- Members will attend on time, ready to actively and constructively participate in the meeting.
- All actions will be clearly allocated and documented with expected outcomes and timeframes.
- Set date/time/place for next meeting.

11. Post-meeting Requirements

- Copy of completed Minutes to be displayed on notice board of each department by the Safety Rep.
- Completed Minutes to be stored and maintained, either in hard copy or electronically, by the H&S Committee chairperson.