

## HEALTH AND SAFETY COMMITTEE CONSTITUTION

### Objectives

To monitor and review the general protocols for health and safety, including the College Health and Safety Statement.

To act as a focus for participation of all members of the College community in the prevention of accidents, incidents and occupational ill health.

### Functions

To consider accident statistics and trends

To assist in the development of safety rules and systems

To monitor the effectiveness of health and safety training, communications and publicity

To provide a link with the Health & Safety Authority

To provide a report to each meeting of An Bord Rialaithe and to make recommendations where appropriate.

### 3. Composition

The composition of the committee will be determined by local management, but will normally include representatives of management, employees and students, ensuring that all functional groups are represented. Other persons may be co-opted to attend specific meetings.

### 4. Election of Committee Members

As a sub-committee of *An Bord Rialaithe*, the duration of the term of office of the committee corresponds to that of *An Bord Rialaithe*, i.e., three years. Nominations for membership of the committee shall be submitted to College management. If there is more than one nomination from any given area, an election by ballot will be conducted by College management.

The following officers shall be elected:

Chair

Deputy Chair

Secretary

Members elected to office may be re-nominated or re-elected to serve for one further three-year term.

### 5. Frequency of Meetings

Meetings shall be held on a quarterly basis or according to local needs. In exceptional circumstances, extraordinary meetings may be held by agreement of the chair.

### 6. Agenda and Minutes

The agenda shall be circulated to all members at least one week before each committee meeting.

The agenda shall include: -

(a) Apologies for absence

Members unable to attend a meeting shall notify the secretary

(b) Minutes of the previous meeting

Minutes of the meeting shall be circulated as widely as possible and without delay. All members of the committee, senior managers, supervisors and trade union representatives shall receive personal copies. Additional copies shall be posted on noticeboards.

(c) Matters arising

The minutes of each meeting shall incorporate an Action Column in which persons identified as having future action to take, as a result of the committee's decisions, are named. The named person shall submit a report, which shall be read out at the meeting and included in the minutes.

(d) New Items

Items for inclusion in the agenda shall be submitted to either the Chair or Secretary with reasonable notice. Items requested for inclusion after the publication of the agenda shall be dealt with, at the discretion of the chair, as emergency items.

(e) Safety Officer/Safety Representative Report

The Safety Officer/Safety Representative reports to the committee on safety matters etc. that arise.

(f) A.O.B.

(g) Date, time and place of next meeting.