Department of Chemical Engineering

Departmental Safety Committee - Terms of Reference

The purpose of the Departmental Safety Committee is to assist and advise the Head of Department on planning, prioritisation and implementation of measures to manage the risks of departmental activities. In particular the committee will:

1. Ensure significant risks are being managed effectively

2. Develop actions to meet annual corporate and departmental safety objectives

3. Develop a programme of active monitoring (visits, checks and inspections) and the recording of significant findings and improvement actions.

4. To approve policy, standards and strategy for the management of health and safety at work within the department and compliance with health and safety legislative and other requirements.

5. Determine actions necessary to address areas of non-compliance where there is significant risk.

6. Establish communication and consultation arrangements with staff, including where appropriate, local union safety committees.

7. Establish effective communication and co-operation arrangements with other parties in shared workplaces.

8. Monitor and review health and safety performance through termly reporting which should include:
   - progress against health and safety action plans
   - accidents and incidents trends, investigations and lessons learned
   - work related ill-health statistics and trends
   - analysis from active monitoring including schedules, responsibilities, training and risk assessments
   - key risks and issues
   - health and safety training needs and completion of courses
   - issues to be escalated to other forums

Constitution
The membership constitutes the Head of Department, Department Safety Officer, Deputy Safety Officer, Laboratories Manager, Postgraduate Student Representative, Area Safety Advisor (UCL Safety Services), Department Safety Champion, Department Senior Fire Evacuation Marshall, Union Representatives, and Departmental Administrator.

In addition the committee may appoint members of staff to the committee who have valuable experience of safety management. A chair and deputy chair will be appointed from amongst the members of the committee. From time to time the committee may invite additional persons to attend meetings who have special expertise in a subject to be discussed at that meeting or an issue they wish to bring to the committee. Area Safety Reps will be asked before meetings whether there is anything they wish to be included in the agenda.

Scheduled Items for Committee:
March/April Meeting: Set safety objectives for year including UCL H&S Objectives.
July/August Meeting: Review policies/safety handbook (e.g. risk assessment, out of hours, training requirements, DSE assessment).
Nov/Dec Meeting: Review inspection questions.

Meetings Frequency
The Departmental Safety Committee will meet once every two months, with exceptional meetings in addition if required.