



## Department of Paediatrics Health and Safety Committee

### Terms of Reference

#### **Purpose:**

The University, through the Vice Chancellor, requires that Heads of departments and institutions, and faculty board chairs in the Humanities Division, are responsible for the health, safety, and welfare of all persons who are lawfully in the buildings under their charge and are required to bring to the notice of all employees a written statement describing the organisation and arrangements for safety within their departments, institutions or units.

Responsibility for implementing University Safety Policy rests with heads of departments and institutions or with faculty board chairs. In order to provide expert advice on matters of health and safety, the Council has appointed a Director of Occupational Health and Safety.

The Head of departments shall appoint suitable members of their staff as departmental safety officers to advise them and to liaise with University officers. This has been achieved by the formation of a Departmental Health and Safety Committee, the make up and remit of which is laid out in the Departmental Statement of Health and Safety Organisation, which is reviewed annually and sent out to all members of the Department. The Statement of Safety Organisation should be considered to form part of these Terms of Reference.

The Departmental Health and Safety Committee will meet at least annually but will provide the Management Committee with a list of an accidents or incidents termly. Additionally the Departmental Health and Safety Committee will submit any issues which require departmental resolution to the Management Committee for its' consideration.