

School of Chemistry Health & Safety Committee - Terms of Reference

Aims

The School Health & Safety Committee aims to continually improve departmental processes, help prevent injuries / ill-health and ensure a safe and healthy working environment.

The specific aims of the Committee are to:

- i) Review accidents and near misses to identify underlying causes and update working practices to prevent reoccurrence.
- ii) Discuss and design H&S initiatives within the Building / School to improve safety and health of all staff and students.
- iii) Discuss wider University H&S policies and identify problems or areas for improvement.
- iv) Discuss H&S training needs for staff and students.

Membership

Membership of the committee includes staff capable of representing and discussing H&S issues from those working in research, teaching and technical/professional services.

Membership of the H&S committee is at the discretion of the H&S Manager, however, all members of the School can raise H&S concerns for the committee to consider.

H&S Committee membership:

Ex-officio members	Ordinary members
<ul style="list-style-type: none">• H&S Manager• H&S Assistant• Representative from Drochaid Research Services• Representative from Earth and Environmental Sciences	<p>Staff members representing</p> <ul style="list-style-type: none">• Academic research• Undergraduate teaching• Building management• Professional services

Membership of the committee is recognised as a service and administration role in workload allocation for ordinary members and part of existing service and administrative roles of ex-officio members

Committee members are expected to regularly attend meetings, contribute suggestions and assist with H&S tasks where appropriate.

Membership Term

Ordinary members will normally serve a term of 3 years to enable committee membership rotation, if required.

Committee members can normally serve up to two full terms although this can be extended upon agreement of the committee and the H&S Manager.

Meeting Frequency and Accountability

H&S committee meetings will be held a minimum of three times a year.

The H&S Manager will report to the Head of School (Chemistry) and Staff Council.

Minutes

Minutes from the committee are hosted publicly on the School of Chemistry H&S website (<https://chemhands.wp.st-andrews.ac.uk/hs-committee-2/>).