

# Department of Engineering Safety Committee

## Terms of Reference

### Aim

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 safety risks of departmental activities.

### Membership

- Head of Department
- Head of Building and Estate Services
- Departmental Safety Manager / Departmental Fire Safety Manager
- Head of Human Resources
- Departmental Safety Co-ordinator
- Laser Safety Officer
- Radiation Safety Officer
- Biological Safety Officer
- Facilities Manager
- Local Safety Co-ordinator Div A
- Local Safety Co-ordinator Div B
- Local Safety Co-ordinator Div C
- Local Safety Co-ordinator Div D
- Local Safety Co-ordinator Div E
- Local Safety Co-ordinator Div F
- Design and Technical Services Representative
- Laboratory Technician Representative (Trumpington Street)
- Workshop Technician Representative (Trumpington Street)
- Dyson Design Centre Manager
- Whittle Lab Representative
- Schofield Lab Representative
- Teaching Office Representative
- IT Services Representative
- Administrative Staff Representative (Trumpington Street)
- Administrative Staff Representative (West Cambridge Site)
- Postgraduate Student Representative
- Undergraduate Student Representative
- Trade Union Safety Representatives

**Where no Local Safety Co-ordinator is appointed or is in post, the Head of Division becomes Local Safety Co-ordinator by default.**

### Terms of Reference

1. Ensure significant safety risks are being managed effectively.
2. Develop actions to meet University 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, guidance 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, students and, where appropriate, local Trade Union safety committees.
7. Monitor and review health and safety performance through reporting, which should include:
  - a. Progress against health and safety action plans.
  - b. Accidents and incidents trends, investigations and lessons learned.
  - c. Work related ill-health statistics and trends.
  - d. Analysis from active monitoring, including safety tours, responsibilities and risk assessments.
  - e. Fire safety.
  - f. Key risks and issues.
  - g. Health and safety training needs and completion of courses.
  - h. Issues to be escalated to Academic Committee.
  - i. Issues to be escalated to the University of Cambridge (UoC) HSEC or appropriate sub-committee (for matters of UoC policy and standards or those affecting UoC more widely).
8. Establish effective communication and co-operation arrangements with other parties in shared workplaces.

## **Meetings**

The committee will meet four times in each academic year, so approximately at three-month intervals.

The Committee will have a written agenda with standing agenda items (see Appendix 2).

Committee meeting minutes will be published on the staff intranet via the Departmental Safety Office website following acceptance, along with dates of future committee meetings.

The Chair is appointed by the Head of Department (HoD) and has the delegated authority of the HoD. From time to time the committee may invite additional persons to attend meetings who have special expertise in a subject to be discussed.

The Committee's Terms of Reference will be reviewed annually by the Committee.

## Current Membership of the Department of Engineering Safety Committee

Chair / Laser Safety Officer - Prof Tim Wilkinson

Head of Department – Prof Colm Durkan

Head of Building and Estate Services - Ms Rachel McCawley

Head of Human Resources – Mrs Emma Parr

Departmental Safety Manager / Fire Safety Manager - Mr Gary Steele

Safety Co-ordinator – Mr Steve Wickens

Radiation Safety Officer - Prof Geoff Parks

Biological Safety Officer - Dr Thierry Savin

Facilities Manager - Mr Matthew Greenhalgh

Local Safety Co-ordinator Div A - Prof Stuart Scott

Local Safety Co-ordinator Div B – Dr Sean Whelan

Local Safety Co-ordinator Div C - Dr Thierry Savin

Local Safety Co-ordinator Div D - Dr Pieter Desnerck

Local Safety Co-ordinator Div E - Dr Sebastian Pattinson

Local Safety Co-ordinator Div F – Prof Simon Godsill

Design and Technical Services – Mr Barney Coles

Laboratory Technician Representative (Trumpington Street) - Mr Tony Dennis

Workshop Technician Representative (Trumpington Street) – Mr Kynan Wright

Dyson Design Centre Manager - Dr Richard Roebuck

Whittle Lab Representative – Mr Dominic Basham

Schofield Lab Representative - Mr John Chandler

Teaching Office Representative – Dr Graham McShane

IT Services Representative – Miss Diane Hazell

Administrative Staff Representative (West Cambridge) – Mrs Susan Stocks

Administrative Staff Representative (Trumpington Street) – Mr John Clarke

Postgraduate Student Representative – Mr Dick Ferieno Firdaus

Undergraduate Student Representative – TBA

Trade Union Safety Representative – TBA

### In attendance:

BOC In-house Manager - Mr Graham Jack

(The following *no longer routinely attend meetings, but will attend as necessary*):

University Safety Advisor - Dr Margaret Glendenning

University Fire Safety Manager – Mr Michael Marsh

**Note:** Where no Local Safety Co-ordinator is appointed or is in post, the Head of Division becomes Local Safety Co-ordinator by default.

## Department of Engineering Safety Committee

### Agenda

1. Apologies
2. Minutes of last meeting
3. Matters arising
4. Accident/Incident Report
  - 4.1 First Aid Update
5. Fire Safety Report
6. Safety Officers Reports
  - 6.1 Departmental
  - 6.2 Biological
  - 6.3 Laser
  - 6.4 Radiation
7. Safety Tours
8. BOC Report/Update
9. AOB
10. Date of next meeting