



UK | DUBAI | MALAYSIA

## **University Health & Safety Committee**

### **TERMS OF REFERENCE**

#### **1. Constitution and Purpose**

- 1.1 The University Health & Safety Committee shall have oversight of the health and safety management framework and shall include consideration of health and safety requirements of such overseas campuses and shall pay regard to legislation that might be applicable. The University shall ensure that its operations at all Campuses meet the minimum statutory health and safety requirements of the host country. Where requirements are of a higher standard in one country the University will also apply these where practicable.
- 1.2 The Committee has the purpose of keeping under review the measures taken to ensure the effective global management of the health and safety of employees and also that of students, visitors, contractors, and other persons who could be affected by the various work activities of the University which could, through their own work activity (ies), adversely affect the health and safety of themselves and/or others.

#### **2. Remit**

- 2.1 On behalf of the University Executive, to oversee the implementation and operation of the University's global health and safety policy and arrangements, to ensure that key risks are identified, and that appropriate control measures are implemented and to report to the University Executive as appropriate.
- 2.2 To ensure that a suitable global health and safety management structure is in place within the University, to maximise the protection of the health of staff, students, and visitors.
- 2.3 To encourage the sharing of best practice across the University community with regard to occupational health and safety and wellbeing and providing a forum for discussion of issues of concern and sharing of best practice.
- 2.4 To monitor health and safety performance across all University Campuses, to ensure satisfactory legislative compliance.
- 2.5 To ensure that the University Executive is fully informed with regard to significant issues and developments in health and safety to ensure compliance with legislative and common law requirements across all jurisdictions.
- 2.6 To consider external safety audit reports and, where appropriate, to report thereon to the University Executive and/or instigate corrective action.
- 2.7 To consider reports submitted by the Campus Health & Safety Committees, Schools, Professional Services, and other relevant groups and take any action considered appropriate in the circumstances of the case.

- 2.8 To consider environmental matters where these have safety implications and to instigate and monitor such action as is required under statute or is otherwise necessary to manage the same.
- 2.9 To advise on the development of, and ensure adherence to, policies, codes of practice, safety rules and safe and healthy systems of work.
- 2.10 To monitor the effectiveness of the health and safety content of employees' training and advise the University Executive on training requirements in the area of health and safety.
- 2.11 To monitor the adequacy of communications and publicity regarding health and safety in the workplace.
- 2.12 To establish appropriate working groups or sub-committees from time to time as necessary to consider issues or deal with matters within the Committee's remit.
- 2.13 To take such other actions as are required by the University Executive in relation to the maintenance of health and safety across all the University Campuses.

### 3. Composition and Membership

- 3.1 The Committee shall comprise:
- a) Ex-Officio Members:  
The Vice-Principal and Provost  
The Vice-Principal and Provost Malaysia  
The University Secretary in their role as University Director of Health & Safety  
The COO Dubai  
The COO Malaysia  
The Global Director of HR  
The Global Director for Estates and Facilities
- b) H&S Campus Committee Representatives:  
The Chair of each Campus Health & Safety Committee  
(where the Chair is the Provost, the Committee may nominate an additional representative).
- c) Student Representatives: One student representative from each campus
- d) Other individuals: Persons from within or out with the University may be invited to attend or support the work of the Committee as required by the Chair.

### 4. Equality, Diversity and Inclusion

- 4.1 The Committee will exercise its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established by the Committee. The Committee will also act to promote equality of opportunity for all colleagues who are involved in carrying out the business of the Committee.

## 5. Quorum

- 5.1 The quorum necessary to transact business is 50% members.
- 5.2 Members who are participating in a meeting by means of audio-visual conferencing or other means enabling them to communicate with all members present at the meeting simultaneously shall be deemed to be present at the meeting and to count towards the quorum.
- 5.3 Only members of the Committee shall be entitled to vote
- 5.4 The Chair of the Committee shall have a deliberative and a casting vote.
- 5.5 When the Committee is inquorate, the members present may wish to continue with the business of the meeting, noting the discussions and comments raised. The absent member(s) may then be invited to provide comments for inclusion in the minutes. Where items require formal approval, the absent member(s) must be invited to provide comments and approval by correspondence. An item will be deemed approved when a quorate number of members have confirmed approval.
- 5.6 It is intended that decisions are normally reached by consensus following a full debate. There are no occasions stipulated in the Charter and Statutes which require a formal vote. Therefore, the Chair will normally seek agreement to the proposal in question, and only call for a vote either if there is a clear expression of dissent or if it is a matter of particular significance.

## 6. Chair

- 6.1 The Chair of the Committee shall be the Chair of a Campus Health & Safety Committee, appointed by the University Executive. Where the Chair is a Provost, the Campus Committee may nominate an additional member of the Committee.
- 6.3 In the absence of the Chair of the Committee, members shall elect from among the members of the Committee present a person to act as Chair for the meeting or until such time as the Chair of the Committee arrives.

## 7. Frequency of Meetings

- 7.1 The Committee usually meets at least two times a year.
- 7.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Committee.

## 8. Attendance at Meetings

- 8.1 The following officers are expected to be in attendance at meetings:
- a) The Global Director of Human Resources (or nominee),
  - b) the Global Director of Estate & Facility Services (or nominee),
  - c) the Global Academic Registrar (or nominee)
  - d) The Head of Safeguarding Services (or nominee),
  - e) The Head of Health and Safety (or nominee)
  - f) The Global Director of Governance & Legal Services (or nominee)

- g) The Committee Clerk
- 8.2 Other officers and members of the University community may be asked to attend when appropriate, with the agreement of the Chair.
- 8.3 The Committee will maintain a record of attendance at each of its meetings and will include this information in its annual report to the University Executive.
- 8.4 Any member not attending three or more meetings consecutively (without good reason) may have their membership reviewed by the Chair and the University Secretary. Members are required to submit their apologies to the Clerk of the Committee at the earliest opportunity.

## 9. Reserved Business

- 9.1 There may be occasions when the Committee's business is designated reserved and/or commercially sensitive. On such occasions, with the approval of the Chair, any persons in attendance may be asked to withdraw from the meeting during consideration of a particular reserved item of business.
- 9.2 The record of matters with which the Chair and the Committee are satisfied should be dealt with on a reserved basis and will be recorded separately.

## 10. Conflict of Interest

- 10.1 Where it is identified that a member of the Committee has a conflict of interest with respect to a given matter, the Chair may request that the member in question withdraw from participation in relevant business. Depending on the nature of the business, this may allow for participation in discussions without taking part in decision-making or may require complete non-participation and/or withdrawal from that part of the meeting.
- 10.2 All instances of identified conflicts of interest shall be recorded in the minutes.

## 11. Reporting Procedures

- 11.1 The Committee will submit regular reports to the University Executive based on the Committee minutes. The Chair will approve the content of reports before release.
- 11.2 The Chair of the Committee will report to the University Executive on any matters which the Committee considers ought to be brought to the attention of the University Executive and on any matters requiring the approval of the University Executive.
- 11.3 The Committee's records (agenda, papers, minutes) are included in the University's Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act (FOI(S)A) with the exception of information which is deemed to be covered by a specific exemption under the Act. Minutes and reports of the Committee will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under the FOI(S)A.
- 11.4 Matters requiring approval will be highlighted within the Committee's report.

11.5 The Committee will submit an annual report of its work to the University Executive in a style and at a time as may be determined by the University Executive.

## 12. Forward Planning

12.1 The Committee will review its Terms of Reference and submit recommendations on these to the University Executive, annually for approval.

12.2 The Committee will set its meeting dates two years in advance, aligned to the schedule of meetings of the University Executive, and will maintain an annual workload plan for the Committee.

12.3 The Committee will maintain a forward agenda plan of its business.

## 13. Supporting Information

### Groups feeding into the Committee

- 13.1
- The Dubai Health & Safety Committee
  - The Malaysia Health & Safety Committee
  - The Scottish Campuses Health & Safety Committee

### Effectiveness and lifespan

13.2 Lifespan ongoing. Effectiveness reviewed five-yearly.

The Committee will regularly monitor its own effectiveness against its core purpose and responsibilities.

### Actions that may be taken by the Committee

- 13.3
- Note, Receive, Consider, Endorse, Approve, Recommend, Reject

### Minuting style

13.4 Traditional/formal minutes in accordance with internal University guidance.

### Resources

13.5

**Secretary**

Ms Ruth Moir, University Secretary

**Clerk**

Mr Nathan Bircham, Secretariat

Version	Amendments	Approved by
V1	New template, and suggested number of meetings changed to two per year.	