

Health and Safety Committee terms of reference

1. Purpose

- 1.1. The Health and Safety Committee assists the Commissioner and his Executive Team in the discharge of his health and safety responsibilities.

2. Responsibilities

- 2.1. The Committee shall take all reasonable and practicable steps to maintain a safe and healthy working environment which complies with statutory requirements. This will be complemented by an on-going programme of health and safety initiatives designed to keep staff informed of their health and safety responsibilities.
- 2.2. More detailed responsibilities of the Committee and its members are provided in the Health and Safety Policy document.
- 2.3. In meeting its responsibilities Health and Safety Committee will approach its work in a way which reflects and champions the ICO's values.

3. Composition

Chair

Senior Human Resources Manager

Members

Facilities Manager
Member of the Internal Compliance Team
Regional Office representative
First aider representative
Fire warden Representative

Two safety representatives elected by the Trade Union side

When members are unable to attend substitutes are expected to attend from their areas of work and expertise.

- 3.1. The Health and Safety Committee may invite other ICO staff to attend a meeting to assist it with its discussions on any particular matter.

4. Authority

- 4.1. The Committee's authority comes from the Executive Team (ET).
- 4.2. The committee chair will report to ET after each meeting, normally by tabling draft minutes at the following ET meeting.
- 4.3. The Commissioner or ET may ask the Health and Safety Committee to convene to discuss any health and safety issues upon which they require further advice from the Committee.

5. Budget

- 5.1. The Committee has no budget.

6. Quorum

- 6.1. The committee will be quorate with the chair, Facilities Manager, at least one trade union safety representative and either a first aider or fire warden representative present.

7. Secretariat

- 7.1. Secretariat is provided by the Human Resources Secretary.

8. Frequency of meetings

- 8.1. The committee will meet quarterly. The chair may convene additional meetings as necessary.

9. Evaluation

- 9.1. The committee's effectiveness and terms of reference will be reviewed at least annually by ET and the committee,

including a review of membership and relevant skills.
Changes to the terms of reference must be agreed by ET.

- 9.2. The committee will review its handling of any significant project it manages within three months of the end of the project and will report back to ET on any lessons learnt.