

Description

The Department of Medicine, AH/NH OHSE committee provides a health and safety consultative mechanism for management, staff and students to:

- Facilitate cooperation between management, staff and/or students in developing and implementing measures designed to ensure the health and safety of staff/students
- Formulate, review and disseminate standards, rules and procedures relating to health and safety that are to be complied with throughout the department

The committee receives reports concerning environment, health and safety matters.

The committee will meet every two months and the minutes will be made available to staff and students.

Membership

Committee membership will comprise:

- A management representative
- An administration representative
- A representative from each laboratory group.
- The elected Health and Safety Representative (if one exists for the Dept)
- The campus Radiation Safety Officer(s)

Other personnel may also attend by invitation.

Standing agenda items

1. Attendance/apologies
2. Minutes of the previous meeting
 - a) Confirmation of minutes
 - b) Matters arising/outstanding action items from previous minutes
 - c) Report from the nominated person regarding effectiveness of corrective actions from incident investigations
3. Minutes and reports received from other Committees
4. Reports and correspondence received by the committee
5. Review of significant incidents that have occurred since the last meeting
 - a) Review incident reports and investigations
 - b) Nominate an appropriate person to monitor the effectiveness of the corrective actions
6. Review progress towards OHSE Objectives and Targets
7. Review of OHSE Policies and Procedures
8. Workplace change to all or significant part of the local area that may affect health and safety