

Controlled Document – Refer to NMIT website or intranet for latest version

SAFETY, HEALTH & WELLBEING LEADERSHIP GROUP TERMS OF REFERENCE

| | | | |
|----------------------|------------------------------|--------------------------------|-----------------|
| Section | Safety, Health and Wellbeing | | |
| Approval Date | 18.02.2016 | Approved by | Council |
| Next Review | 10.07.2021 | Responsibility | Chief Executive |
| Last Reviewed | 10.07.2019 | Key Evaluation Question | 6 |

PURPOSE

To be proactive in leading the change and development required for a 'Just Culture' and a 'Zero Harm' organisation. To provide guidance on key Safety, Health and Wellbeing issues to NMIT Council and the Chief Executive.

RESPONSIBILITIES

The Safety, Health & Wellbeing Leadership Group will:

- Undertake an annual consultative review of the Institute's conformance to relevant health and safety legislation and ensure the Institute is meeting new health and safety legislation.
- Undertake an annual review to ensure compliance with the Institute's Safety, Health and Wellbeing policies and procedures and agreed industry standards or accredited systems.
Assist with the development, monitoring and evaluation of the Safety, Health and Wellbeing initiatives, business objectives and practices of the Institute.
- Facilitate and monitor the implementation of the Institute's objectives and plans in the context of Safety, Health and Wellbeing.
- Actively promote a culture in the Institute where management and employees' commitment to health and safety is evident.
- Identify priority Safety, Health and Wellbeing issues and deal with them, the same way as other NMIT risks.
- Receive and review the minutes of the Health and Safety Committee and identify key issues for planning purposes.
- Provide feedback to the NMIT Council.
- Demonstrate safety leadership.

MEMBERSHIP

- Council Member
- Chief Executive (Chair)
- Executive Director – Strategy, Enterprise and Sustainability
- Executive Director – Learning Innovation and Delivery
- Health and Safety Advisor
- People and Organisation Development Manager
- Strategy Leadership Team (SLT) representative
- Elected Health and Safety Committee representative

APPOINTMENT OF MEMBERS

- Membership will be reviewed two yearly in November, initiated by the Chief Executive.

MEETING PROCEDURES

- The Safety, Health and Wellbeing Leadership Group will meet five times, annually.
- Four members must be present to make up a quorum for meetings.
- Meeting minutes will be sent to Council, Academic Board and the Executive Team.

REFERENCES

INTERNAL

[Health and Safety Committee Terms of Reference](#)

[Health and Safety Manual](#)

[Safety, Health and Wellbeing Policy](#)

EXTERNAL

[Health and Safety at Work Act 2015](#)

[Business Leaders' Health & Safety Forum - What is safety leadership?](#)

RECORDS

Safety, Health and Wellbeing Leadership Group Minutes