



ONCHAN DISTRICT COMMISSIONERS HEALTH AND SAFETY COMMITTEE

Key Purpose

To discuss and contribute to the way forward in managing significant health & safety issues that impact across the Authority.

1. Objectives

- The identification and development of arrangements for managing significant health and safety risks.
- The process for implementation of arrangements to manage health and safety risks.
- The development and delivery of arrangements for monitoring and reviewing health and safety standards in the workplace including incident/accident data and agreed workplace inspections.
- The processes for consultation, communication and co-operation.
- Quarterly reporting to the Board of Onchan District Commissioners escalating significant matters.

2. Composition

The Committee will consist of the following:

- A cross section of Management Representatives from
 - Chief Executive/Clerk
 - District Surveyor
 - Property Maintenance Manager
 - Finance Team
 - Independent Health and Safety Advisor
- Key Members of the operational teams
 - Library Team
 - Surveyor's Team
 - Refuse Foreman
 - Parks Foreman
 - Housing Team
- The Chair of the Committee is the District Surveyor in his capacity as Health and Safety Co-ordinator for the Authority.
- A quorum will consist of one management representative and two operational members.
- The minimum requirement for making decisions will be at least three representatives inclusive of one member of the operational team.

3. Frequency of Meetings

- Meetings shall be six per year at bi-monthly intervals, dates to be circulated at the first meeting of each calendar year.

4. Minutes

The minute taker will be provided.

5. Agenda

The agenda shall include:

- Apologies for absence
- Minutes of previous meeting
- Matters arising
- Review of safety performance and workplace inspections
- Accidents, incidents and near misses
- Risk Assessments
- Health and Safety training
- Compliance concerns
- Any other business

6. Role of Representatives

- Represent employees and contribute to the dissemination of information and feedback to teams.
- Contribute to the identification and management of hazards and risks.
- Support management in carrying out workplace inspections and accident investigations.
- Contribute to and participate in initiatives for improving safety performance and culture.
- Participate in workplace inspections, as agreed by the Committee or Senior Management Team.

7. The Effectiveness of the Committee

- Heads of Departments should endeavour to make decisions quickly based on the Committees views and where necessary act and communicate to the Chief Executive/Clerk.
- Meetings should not be cancelled or postponed except in exceptional circumstances. Where postponement is unavoidable a new date will be set within 7 days.
- The Committee will meet even if only three members of the team are available which includes one member of management.

8. Disagreement

- The Committee will aim for consensus. In the event that agreement cannot be reached the minutes shall accurately record the differing opinions of those present. The Chair to report to the Chief Executive/Clerk for decision.