

NERC SAFETY MANAGEMENT GROUP

Terms of Reference

The following information sets out the Terms of Reference to be applied to the NERC Safety Management Group. The contents of this document shall be reviewed on an annual basis and revised accordingly.

Authority

The NERC Safety Management Group (SMG) operates at the request of the NERC Chief Executive, within the terms of reference granted.

Purpose

The purpose of the SMG is to establish, maintain and develop a safety management system (SMS) framework that satisfies the requirements of HSG65, and is to be suitable for implementation across all NERC Research and Collaborative Centres who have signed up to the NERC Safety Management System.

The SMG will

- Seek to identify the requirements of UK law and comply with guidance issued by government and recognised professional bodies.
- Plan improvements to health and safety throughout NERC
- Monitor safety performance
- Review significant accidents with a view to learning from such occurrences
- Review audit and inspection reports
- Identify and implement relevant H&S training for NERC staff
- Advise the Safety Management Team (SMT)
- Draft policy, procedures and guidance for the SMT

Membership

The NERC Chief Executive shall appoint the NERC Safety Adviser to chair meetings of the Safety Management Group. The Chairperson shall be supported by individual representatives appointed by each Research and Collaborative Centre Director. In the interests of consultation Trade Union representation is also incorporated within the membership of the SMG.

The above named positions therefore constitute the membership of the SMG and a quorum shall require 5 or more members of the SMG to be present.

Should the need arise additional expertise may be required to assist on a particular issue. Extra members may be appointed from outside the organisation where appropriate to a NERC Collaboration. The identification of such assistance shall be subject to discussion and the agreement of the majority of the SMG.

SMG shall elect one member from the SMG to attend NERC Safety Committee meetings.

Consultation

Full consultation and liaison will be maintained with part-time local safety advisers; SMG members are strongly encouraged to attend bi-annual meetings with local safety advisers. Consultation shall be entered into through the forum of the NERC Safety Committee; this shall be in addition to the direct involvement of a Trade Union representative on the SMG. The Safety Committee will have a minimum period of 5 weeks to consider each document.

Meetings

The SMG shall meet quarterly or as required at an appropriate venue agreed in advance. Where required all reasonable T&S claims for attendance at NERC SMG meetings shall be met by NERC.

Reporting

The SMG shall report to the SMT
Minutes of the SMG meetings will be published on the NERC H&S web site

End of ToR.

Signed:

(NERC Executive board member responsible for health and safety)