



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

TERMS OF REFERENCE - THE CAMPUS OCCUPATIONAL HEALTH, SAFETY AND THE ENVIRONMENT COMMITTEE

Rationale

The Campus Occupational Health, Safety and the Environment Committee is a legislative requirement of The University stipulated in the Occupational Safety and Health Act, 2004 (as amended) section 25E. This committee, is responsible for advising Campus Management through the Campus Registrar on actions that need to be taken to ensure that the campus is a safe place of work for its staff and of study for its students and complies with all relevant legislation and exhibiting best practice in the management of occupational health and safety.

Terms of Reference

1. To keep under review, measures taken to ensure the safety and health of persons who use the University.
2. To consider reports from the Manager of the Office of Occupational Health, Safety and the Environment relating to any investigations necessitated under the provisions of the Act.
3. In exceptional circumstances, to have right of access to the Chief Inspector of the Occupational Safety and Health Agency in regard to any matters which have not been resolved to its satisfaction.

4. To consider any other matters broadly within its remit, in particular:-
 - Resources invested by the University in Occupational Health, Safety and Environmental matters;
 - Recommendations from the Manager of the Office of Occupational Health, Safety and the Environment relating to OHSE plans;
 - Proposals from the Manager of the Office of Occupational Health, Safety and the Environment for training activities;
 - An annual report from the Manager of the Office of Occupational Health, Safety and the Environment;
 - *To appoint such sub-committees as may be required in particular areas. ****
 - To investigate under guidance of the OHSE Manager any matter:
 - (i) which a member of the committee or a person employed thereat considers is not safe or is a risk to health; and
 - (ii) which has been brought to the attention of the employer;
 - (iii) attempt to resolve any matter referred to in sub (i) and (ii) above and, if it is unable to do so, shall report this to the OHSE Manager who will request the Chief Inspector of the Occupational Safety and Health Agency to undertake an inspection of the place of work for that purpose;
5. To report annually to Campus Finance and General Purposes Committee through the Campus Registrar.

Constitution

Ex officio Members

1. Campus Registrar
2. Manager, Office of Occupational Health, Safety and the Environment (OHSE)
3. The Medical Officer
4. Director, Human Resources Division
5. Director, Estate Police Service
6. Director, Student Services

7. President of the Student Guild
8. A Representative of the Residence Service Managers
9. Dean, Faculty of Science and Agriculture
10. Dean, Faculty of Humanities and Education
11. Dean, Faculty of Social Sciences
12. Dean, Faculty of Medical Sciences
13. Dean, Faculty of Engineering
14. Campus Bursar, Office of the Bursary
15. Senior Project Manager, Campus Projects Office

Appointed Members

16. One member appointed by the Campus Librarian
17. One member appointed by WIGUT
18. One member appointed by OWTU
19. One member appointed by EPA
20. Co-opted members

The Committee may, from time to time, co-opt no more than two (2) persons with expertise, in particular areas which would be valuable by the Committee.

Notes:

1. Persons appointed in 1-15 above are expected to take part in Committee matters but may appoint a representative if unable to attend.
2. The Committee shall meet every three (3) months.

*** The Campus OHSE Committee will be supported by sub committees established for the various Faculties and Administrative units.