

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**CONSTITUTION OF THE CORPORATE HEALTH AND SAFETY COMMITTEE**

**1. TITLE**

1.1 The title of the Committee shall be the Corporate Health and Safety Committee.

**2. OBJECTIVES**

2.1 Under Section 2(7) of the Health and Safety at Work Act, Safety Committees have the function of keeping under review the measures taken to ensure the health and safety at work of the employees. In carrying out this function, the Health and Safety Committee will consider the following:-

- (a) the study of accidents and notifiable diseases, statistics and trends, so that discussions and recommendations can be made to Management for corrective action on unsafe or unhealthy working conditions;
- (b) examination of safety audit reports and the consideration of reports that safety representatives may wish to submit on a similar basis;
- (c) consideration of reports and factual information provided by Inspectors of the Enforcing Authority appointed under the Health and Safety at Work Act;
- (d) assistance in the development of works safety and health communication and publicity in the workplace;
- (f) consideration of health and safety policies and procedures within the Authority; and
- (g) the provisions of a link with the appropriate inspectorates of the Enforcing Authority.

**3. MEMBERSHIP**

3.1 The Safety Committee shall be composed of representatives of three sides:-

- (a) Elected Members
- (b) Representatives of the Staff
- (c) Representatives of Management

3.2. The Council shall be represented by seven Members of Council, elected at the Annual General Meeting, from which number the Chairman and Vice-Chairman of the Corporate Health and Safety Committee shall be elected.

3.3 Trade Union representatives shall comprise of one Appointed Safety Representative from each of the Trade Unions nominated by the Council.

- 3.4 The Management side of the Corporate Health and Safety Committee shall consist of the four Directors or their nominated representatives. The Corporate Safety Officer and Health and Welfare Officers shall attend on a regular basis.
- 3.5 Members shall retire from the Committee on ceasing to be members of the nominated Trade Union or, in the case of Officers, terminate their employment with the Council or on becoming ineligible as a consequence of any Directorate restructuring.
- 3.6 The Committee may co-opt for any of these meetings such persons not being members of the Committee as may serve the purposes of the Committee.

#### **4. MEETINGS**

- 4.1 Meetings of the Committee shall be held at three-monthly intervals or as often as may be deemed necessary by the Chairman and Vice-Chairman in the interest of health, safety and welfare.
- 4.2 A quorum of the Committee shall consist of not less than one-third of the persons eligible to be present.
- 4.3 Any member of the Committee may place items or reports on the agenda.
- 4.4 The Agenda for any meeting shall be circulated by the Committee Section to each member of the Committee at least 72 hours prior to the meeting except in the case of Special Meetings.
- 4.5 No business, other than that appearing on the Agenda Paper, shall be transacted at any Corporate Health and Safety Meeting unless all sides agree to its introduction.
- 4.6 Payment for attendance at meetings of the Committee shall be in accordance with the provisions of the agreement for time off for Trade Union duties and activities.

The Committee shall not have power to come to an agreement inconsistent with the powers of the decisions of any standing Committee of Council and recommendations to appropriate Committees shall be arrived at upon the agreement of both sides.

The terms of this constitution may be varied at any of its recognised meetings, provided that notice of the terms of the proposed changes has been circulated to each member of the Committee at least seven days before the meeting.