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# SAFETY, HEALTH & WELLBEING

## LEADERSHIP GROUP TERMS OF REFERENCE

|                      |                              |                                |                 |
|----------------------|------------------------------|--------------------------------|-----------------|
| <b>Section</b>       | Safety, Health and Wellbeing |                                |                 |
| <b>Approval Date</b> | 18.02.2016                   | <b>Approved by</b>             | Council         |
| <b>Next Review</b>   | 18.05.2019                   | <b>Responsibility</b>          | Chief Executive |
| <b>Last Reviewed</b> | 17.05.2017                   | <b>Key Evaluation Question</b> | 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.
- To assist with the development, monitoring and evaluation of the Safety, Health and Wellbeing initiatives, business objectives and practices of the institute.
- To facilitate and monitor the implementation of the Institute's objectives and plans in the context of Safety, Health and Wellbeing.
- To actively promote a culture with the Institute where management and employees commitment to health and safety is evident.
- To 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.

### MEMBERSHIP

- Council Member
- Chief Executive (Chair)
- Chief Operating Officer
- Director of Learning
- H&S Manager
- People & Organisation Development Manager
- ILT (Manager)
- Elected H&S Representative (from H&S Committee)

## APPOINTMENT OF MEMBERS

- Membership will be reviewed two yearly in November initiated by Health and Safety Manager.

## MEETING PROCEDURES

The Safety, Health and Wellbeing Leadership Group will meet four times, annually.

Four members must be present to make up a quorum for meetings.

Meeting minutes will be sent to Council, Directorate, and ILT.

## REFERENCES

### INTERNAL

Safety, Health and Wellbeing Policy  
NMIT Health and Safety Manual  
Health and Safety Committee Terms of Reference  
Smokefree Policy

### EXTERNAL

Health and Safety at Work Act 2015

### RECORDS

Safety, Health and Wellbeing Minutes