

UNIVERSITY OF WARWICK

University Health & Safety Executive Committee

There will be a meeting of the University Health & Safety Executive Committee at **2.pm on Monday 18th February 2008 in the Council Chamber University House.**

Mr J Baldwin
University Registrar

Please send any apologies or queries regarding the meeting to Dr David Veale, Director of Safety & Occupational Health Services (tel. 23455).

A G E N D A

1. Membership of the Committee

TO RECEIVE

A report from the Chair on the current membership

2. Minutes

TO CONSIDER

The Minutes of the meeting held on 8th November 2007 (attached)

3. Matters arising from the minutes

(a) Staff Induction and Training (minute 02a/07-08 refers)

TO RECEIVE

An oral progress report from the Senior University Health & Safety Adviser on the development of a matrix for staff training and induction. (Paper UHSEC 15/07-08 attached)

(b) Involvement of SOHS in Major Projects (minute 02c/07-08 refers)

TO RECEIVE

An oral report from the Director of Estates on increasing the involvement of Safety & Occupational Health Services in major building projects.

(c) Review of Work Related Stress (minute 02d/07-08 refers)

TO RECEIVE

A report from the Senior University Health & Safety Adviser on the review of work related stress in the University. (Paper UHSEC 16/07-08 attached)

(d) University Health & Safety Strategy and University Health & Safety Plan (minutes 04&06/ 07-08 refer)

TO RECEIVE

An oral report from the Chair on the response of the Senate and the Council to the University Health & Safety Strategy and the University Health & Safety Plan 2008-2010 approved at the last meeting

(e) Provision of First Aid in the University (minute 08/07-08 refers)

TO RECEIVE

An oral progress report from the Senior Health & Safety Adviser on the provision of first aid in the University

4. Recent Significant Accidents

TO RECEIVE

A report from Safety & Occupational Health Services on a significant recent accidents (Paper UHSEC 17/07/08 attached)

TO CONSIDER

Learning points and actions required as a result of these incidents (the Head of Department and line managers have been asked to attend for this item).

5. Leading Health & Safety at Work

TO CONSIDER

Recent guidance produced by the Institute of Directors and the Health & Safety Commission (Paper UHSEC 18/07- 08 attached)

6. SOHS Monitoring Activities

TO RECEIVE

An oral report from the Director of SOHS on the use of baseline metrics for measuring health & safety performance.

7. Top 10 health & safety Risks in the University

TO CONSIDER

A report from the Director of SOHS on the top 10 health & safety risks in the University (Paper UHSEC 19/07/08 attached)

8. Report on the implementation of the 2004-7 University Health & Safety Plan

TO RECEIVE

A report from the Director of SOHS implementation of the 2004-7 University Health & Safety Plan considered by the UHSC at it meeting on 1st February 2008 (Paper UHSEC 20/07/08 attached)

9. Internal Audit of SOHS

TO CONSIDER

A summary of the Internal Audit report on the workings of SOHS (Paper UHSEC 21/07-08 attached)

10. Annual Review of the working of the UHSC and UHSEC Committees

TO CONSIDER

The working of the committees in the light of questionnaires sent to Committee members and those in attendance

- a) UHSC (Paper UHSEC 22/07-08 attached)
- b) UHSEC (Paper UHSEC 23/07-08 attached)

11. Annual Report to the Senate and the Council

TO CONSIDER

A draft annual report for 2007 approved by the UHSC at its meeting of 1st February 2008 for submission to the Senate and the Council (Paper UHSC 24/07-08 attached)

12. Smoking at Work

TO CONSIDER

Amending the policy on smoking at work (SITU Part 2) to prohibit smoking within a given distance from University Buildings.

13. Security Guidance for Radioactive Sources

TO RECEIVE

An oral report on the security of radioactive sources from the Director of SOHS

14. Any other business