

NERC SAFETY MANAGEMENT GROUP Terms of Reference (Revised June 2014)

The following information sets out the Terms of Reference to be applied to the NERC Safety Management Group (SMG). The contents of this document shall be reviewed on a regular basis and revised as necessary.

Authority

The NERC 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 the HSE publication HSG65, and is implemented across all NERC Sites / Research Centres and closely related research institutes who have signed up to follow the NERC Safety Management System.

The SMG seeks to:

- Identify the statutory requirements for health and safety and standards promulgated by HSE Approved Codes of Practice (ACoPs), other official government guidance or other recognised professional and industry bodies.
- Plan for continual improvement to health and safety within NERC and closely related research institutes
- Monitor NERC's safety performance and, where possible, benchmark it against similar organisations.
- Review significant occurrences with health and safety implications in order to prevent recurrence, share experience and gain learning
- Review reports of investigations, inspections and audits
- Identify and implement relevant H&S training for NERC staff
- Advise the Safety Management Team (SMT)
- Draft policy, procedures and guidance for the SMT
- Assist in the corporate auditing programme by members undertaking cross-centre audits of each other's sites or activities
- Review/update policies, procedures and guidance as necessary to reflect legislative or organisational changes and technological progress.

Membership

The NERC Chief Executive shall appoint the NERC Safety Adviser to chair meetings of the SMG. The Chairperson shall be supported by the professional health and safety advisors appointed by each Research Centre Director. In the interests of consultation, the chair of the trade union side of the NERC Health and Safety Committee 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 where additional expertise or representation is required, extra members may be appointed from outside the organisation. 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 Health and Safety Committee meetings.

Consultation

Full consultation and liaison will be maintained with local safety advisers. The SMG will meet twice a year jointly with local safety advisers, when professional development training will also be provided. Consultation shall be entered into through the forum of the NERC Health and Safety Committee; this shall be in addition to the direct involvement of the trade union representative on the SMG.

Meetings and frequency

The SMG shall normally meet quarterly, or as required by circumstances. Full use of video-conferencing technology will be made to reduce the environmental impact of travel, but face to face meetings will be held twice a year. 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 circulated to all members with copies retained on the Objective records management system.

Approved by the NERC Safety Management Team

June 2014