Waste Management Strategy and Policy

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<td>05/02/13</td>
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<tr>
<td>Date approved by Audit &amp; Governance Committee</td>
<td>15/04/13</td>
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<tr>
<td>Scheduled review date</td>
<td>01/04/15</td>
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January 2013
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WASTE MANAGEMENT STRATEGY AND POLICY

1. Waste Management Policy Statement

The Public Health Agency (PHA) is committed to protecting the environment by ensuring that waste management processes are in place within its offices. It recognises its responsibility for waste, from generation to disposal, and is committed to environmental protection as well as improved waste management processes.

This Strategy and Policy is designed to bring to the attention of all employees, suppliers and contractors, the PHA’s position in regard to waste reduction (prevent/reuse/dispose) and demonstrates a desire to continually improve its performance in Waste Management.

This policy will be communicated to staff and made available on Connect.

2. Introduction

The Waste Management Controls Assurance Standard requires the PHA to have a Waste Management Strategy and Policy in place.


Waste from PHA premises is considered to be ‘controlled waste’ as outlined in this 1997 Order. “Controlled waste means household, industrial and commercial waste or any such waste”. As such this waste is regulated because of its toxicity, hazardous nature or capability to do harm to human health or the environment either now or at some point in the future.

Also relevant is Waste Management: Duty of Care – a Code of Practice for Northern Ireland (June 2012), required by law under Article 5 of the 1997 Order; Hazardous Waste (Northern Ireland) Regulations 2005; Waste Regulations (Northern Ireland) 2001 and all other relevant waste legislation.

3. Definition of Waste

Waste is a term used to describe an object or substance that is discarded when it is no longer part of the normal commercial cycle or chain of utility.

According to the 2008 Waste Framework Directive (Directive 2008/98/EC) waste is defined as “any substance or object which the holder discards or intends or is required to discard”.

Most waste goes to landfill, incineration or is disposed of using alternative technologies. Waste, irrespective of its disposal method, has the potential to pollute land, air and water. For a complete definition of waste see Appendix 1.
4 **Aims of Strategy and Policy**

This Strategy and Policy has been prepared with the objective of:

- Ensuring compliance with all relevant legislation;
- Providing all staff with guidance in the safe handling and disposal of waste in line with Health & Safety and Infection Control requirements;
- Minimising waste generation at source and to facilitate recycling, waste handling, transfer, segregation, storage and the disposal of waste;
- Identifying specific roles and responsibilities with respect to the co-ordination of waste management activities; and
- Reducing the impact that the PHAs business has on the environment by promoting environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.

The PHA will work towards a concept of total waste management with waste prevention and reduction at its heart, to reduce pollution and make efficiency cost savings.

5 **Purpose of Strategy and Policy**

The purpose of this strategy and policy is to:

5.1 Ensure the organisation has a PHA board approved Waste Management Policy and Procedure.

5.2 Ensure that the PHA has in place suitable and robust governance arrangements to support the Management of Waste. (This includes consultation with the PHAs Health and Safety Committee).

5.3 Ensure PHA board level responsibility for Waste Management is clearly defined and there are clear lines of accountability throughout the organisation.

5.4 Support the development and management of processes and systems associated with Waste Management.

5.5 Provide for categorisation and safe segregation, handling, transport, disposal and treatment of waste.

5.6 Ensure the transport of waste on-site or off-site is done in accordance with legislative requirements.

5.7 Ensure all employees involved in handling waste receive appropriate information and that they take all necessary safety precautions.
5.8 Ensure waste hazards and incidents are dealt with in accordance with the processes contained in the PHAs Incident and Near Miss Reporting Policy and Procedure, and Risk Management Strategy and Policy.

5.9 Ensure there is ready access to up-to-date Waste Management legislation and guidance.

6 Benefits of Waste reduction

- Reduce the amount of money spent on waste disposal.
- Reduce demands on finite natural resources and the often ‘hidden’ adverse environmental impacts of resource extraction.
- Meet the demands of legislation.
- Encourage social inclusion and economic development through creating jobs and training opportunities.
- Reduce the environmental impact.

7 Policy Application

This policy will apply in all premises occupied by the Public Health Agency. For PHA staff based in HSCB owned premises, they should refer to and adhere to the HSCB Waste Management Policy. Both policies are similar in principle.

8 Waste Management Accountability Structure

The Waste Management Accountability Structure is outlined at Appendix 2.

9 Roles and Responsibilities

9.1 PHA board

The overall responsibility for waste management resides with the PHA board. The board’s responsibility for ensuring the implementation of this policy will be managed through the Chief Executive.

9.2 Governance and Audit Committee

The Governance and Audit Committee provides an assurance to the board of the PHA each year on the adequacy and effectiveness of the system of internal controls in operation within the PHA.

9.3 Chief Executive

The Chief Executive is accountable to the PHA board for the overall implementation, monitoring and revision of this policy.
9.4 Directors

Directors, along with Senior Managers and Line Managers, will be responsible for general day to day waste management arrangements within their own department and duties will include:

- Liaison with the Senior Operations Manager - Delivery on waste management matters within their own department
- Ensuring that waste management procedures and instructions are brought to the attention of all staff and implemented
- Being aware of any waste management hazards involved in their working environment and managing any risks
- Practising and promoting good waste management practice.

9.5 Director of Operations

The Director of Operations is accountable to the Chief Executive for ensuring this Waste Management Policy is implemented, monitored and reviewed.

9.6 Assistant Director Planning & Operational Services

The Assistant Director is responsible for:

- Ensuring the co-ordination of waste management practices across all PHA offices, liaising with HSCB and BSO as required;
- Ensuring that necessary measures are in place to comply with the Waste Management Policy;
- Establishing suitable PHA structures for the implementation of the provisions of any relevant legislation;
- Ensuring that PHA has access to competent advice in the areas of waste management;
- Monitoring the implementation of this policy;
- Ensuring the development and regular review of policies and procedures which will enable the PHA to respond to new waste management legislation.

9.7 Lead Nominated Waste Management Officer (Senior Operations Manager - Delivery)

The Senior Operations Manager - Delivery will report to the Director of Operations or Assistant Director for Planning & Corporate Services in relation to waste management at all PHA offices. He / she will ensure that all premises comply with waste management procedures and that the policy is implemented and staff receive the relevant training. He / she will ensure that the Waste Management Controls Assurance Standard is met and monitor waste management standards within facilities occupied by PHA staff.

The Lead Nominated Waste Management Officer’s Responsibilities include:
- Liaison with Directors and Line Managers on any waste management issue
- Ensure that PHA premises comply with waste management procedures and advising managers as appropriate
- Provide staff with guidance and information regarding waste management arrangements including recycling initiatives
- Ensure prompt reporting and investigation of any waste management incident. This will include incidents reportable under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) which are notified to the Health and Safety Executive Northern Ireland.
- Ensure that appropriate arrangements are in place for the collection, safe stay and removal of waste by appropriate contractors
- Ensure approved containers are provided for each type of waste in all PHA premises.
- Ensure risk assessments are undertaken and action is taken to minimise risks identified.

9.8 Individual Staff

All staff have duties and responsibilities in relation to waste management. These include:

- being aware of this policy and the procedures for waste management,
- raising waste management related concerns or reporting incidents to the relevant officer within those premises, and/or their line manager,
- being responsible for their own personal protection in respect of safe waste disposal,
- not handling waste considered too heavy or for which the correct method of disposal is unfamiliar,
- using the correct disposal method for waste disposal and ensuring the reduction of waste produced where possible, and
- seeking clarification from the Lead Nominated Waste Management Officer where they are unsure of procedure.

Staff should also co-operate with supervisors, managers and other stakeholders on security matters.

9.9 PHA Health and Safety Committee

The PHAs Health and Safety Committee will monitor all waste management issues in the facilities that it is responsible for (currently Ormeau Baths and Alexander House). The Committee will provide a forum for consultation with employees on all related waste management issues, in accordance with the committee’s agreed Terms of Reference. (See Appendix 3).

The PHA is also represented on the Health and Social Care Board’s four local Premises Committees (located in Belfast, Ballymena, Londonderry and Armagh). These Committees will monitor all waste management issues and provide a forum for consultation with employees, as part of their function.
9.10 Non Staff/Contractors

All personnel employed by or working on behalf of the PHA must recognise an obligation to comply with this policy.

Contractors who produce waste products as part of any contract with the PHA must make provision for the removal of waste to an appropriately licensed disposal site/treatment facility as part of the tender process.

9.11 Tenants within PHA premises

Tenants within PHA premises should ensure that they are familiar with their duties and responsibilities in respect of waste management and that they comply with this Waste Management Strategy and Policy.

10 Risk Assessment Arrangements to Mitigate Waste Management Risks arising from PHA Activities

Risk assessments should be carried out on any activity undertaken by the PHA which may have the potential to create a risk or significant injury or harm. This includes those risk assessments required by specific waste management legislation such as the Control of Substances Hazardous to Health Regulations (COSHH) (NI) 2003.

Where appropriate, any significant waste management risks identified following the risk assessment will be included in the PHAs Corporate Risk Register.

11 Incident and Near Miss Reporting

All waste management related incidents will be reported in accordance with the PHAs policy on the Reporting of Incidents and Near Misses. These will be investigated in line with the policy and remedial action/control measures put in place. All incidents/near misses are presented to the PHA Health and Safety Committee where trends, etc are highlighted and the effectiveness of control measures assessed.

Any serious adverse incident arising from a waste management issues will be reported in line with the HSCBP policy on the Reporting and Follow up of SAIs (April 2010).

12 Legal Requirements

Statutes, guidance, circulars and other publications relevant to this strategy and policy are listed in the HPSS Controls Assurance Standard for Waste Management and can be located at http://www.dhsspsni.gov.uk/index/hss/governance/governance-controls.htm
13 **Equality and Human Rights Considerations**

13.1 This policy has been screened for equality implications as required by Section 75, Schedule 9, of the Northern Ireland Act, 1998. Equality Commission for Northern Ireland Guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be devoted to them.

13.2 Using the Equality Commission’s screening criteria, no significant equality implications have been identified. This policy will therefore not be subject to an equality impact assessment.

13.3 This policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with the European Convention Rights contained in that Act.

13.4 This policy will be included in the PHA’s Register of Screening Documentation and maintained for inspection whilst it remains in force.

13.5 This document can be made available on request in alternative formats and in other languages to meet the needs of those who are not fluent in English.

14.0 **Policy Implementation, Training and Education**

14.1 The Lead Nominated Waste Management Officer will ensure the provision of any necessary training with regard to this policy.

14.2 A copy of this policy will be placed on the PHA’s intranet site (Connect).

14.3 All PHA managers must ensure that their staff have access to this policy, understand its content, and are aware of its aims and purpose immediately upon its release.

14.4 All PHA staff must comply with the requirements of this policy.

14.5 Staff from other HSC organisations, visitors, contractors to PHA premises must comply with the requirements of this policy.

15.0 **Review of Policy**

15.1 The PHA is committed to ensuring that all policies are kept under review to ensure that they remain compliant with relevant legislation.

15.2 This policy will be reviewed by the Director of Operations on 1 April 2015, or earlier if relevant guidance is issued. That review will be noted on a subsequent version of this policy, even where there are no substantive changes made or required.
Appendix 1

Waste Management Accountability Structure Chart

PHA board

Governance & Audit Committee

Chief Executive

All Directors

Director Responsible for Waste Management (Director of Operations)

Assistant Director for Planning & Operational Services

Lead Nominated Waste Management Officer (Senior Operations Manager – Delivery)

Staff

PHA Health & Safety Committee and Local Premises Committees (PHA, HSCB and BSO)
Appendix 2

General Guidance for Waste

The PHA generates significant degree of waste in accordance with the following definitions.

1. **Hazardous Waste (non clinical)**, batteries; fluorescent tubes; oils; solvents/ refrigerants/aerosol propellants; personal computers, TV’s, white goods (electrical and electronic equipment); printer/photocopiers consumables; spent cleaning agents.

2. **Non-hazardous Waste** is also created as a consequence of our activities and this will include wooden furniture; waste paper (confidential; non-confidential); cardboard; food waste; general waste including glass and plastics; metal including aluminium cans and scrap.

   The PHA does not as part of its normal activities generate clinical waste as defined by the Health and Safety Commission.

3. **General Domestic Waste**, this includes material that poses no risk to health and maybe disposed of by landfill. In the main general waste is that arising from offices, staff and visitors catering areas, kitchens, stores, residents home, workshops and other areas where there is no risk of potential infected material being present. The following principles should be adhered to

   - Waste should be segregated according to its content, and disposed of in the appropriate manner and container. Office waste bins will be provided to facilitate the correct and safe segregation of waste at source. Clear bags will be used for the disposal of general waste.
   - Cardboard for recycling should be flat packed and left for collection at the designated collection areas for collection by porters or cleaning staff.
   - All empty printer and toner cartridges will be collected for recycling
   - Paper waste should be reduced by:
     - Automatic default to duplex printing on Multi Functional Devices in all premises owned or occupied by the PHA
     - Re-use of envelopes for internal mailing of non-confidential information.
     - Re-use of files and stationery when appropriate.
     - Increased use of PHA intranet and email for document/information dissemination
   - Re-use of office equipment and furniture.

4. **Waste Paper including Confidential Waste Disposal**

   “Confidential Waste” means material containing information whose compromise would be likely to cause substantial distress to individuals, breach proper undertakings to maintain the confidence of information provided by third parties, breach statutory restrictions on the disclosure of information, cause financial loss or loss of earning potential to, or facilitate improper gain, or advantage for individuals or companies, or prejudice the investigation of or facilitate the commission of crime.
All waste paper including confidential waste paper is to be disposed of in the appropriate receptacle and the following procedures shall apply;

- **Non-confidential waste paper** should be left in normal waste bins for collection by cleaning staff daily. Any paper waste which can be safely recycled, eg old calendars, publications, newspapers, magazines, etc should be placed in recycle bins where provided.

- **All office confidential waste paper** must be disposed of in the appropriate bag for security purposes and will be collected by an appointed company for shredding. Examples of confidential waste include:
  - Any confidential correspondence including legal
  - Any correspondence or notes that include any person identifiable information i.e. name/address/telephone numbers
  - Personnel files and correspondence including appraisal records
  - Client files and other records such as lab results and GP correspondence
  - Commercial / contractual correspondence and files

- Confidential waste bags should not be left unattended in unlocked offices at any time during working or non-working hours.

- Confidential waste bins should be kept in offices and in an appropriate area where they will not cause a hazard to staff.

- Bags should not exceed 11kg.

- Once a bag has become half full portering staff will facilitate with collection.

- Confidential waste bags will be removed to a secure designated area awaiting collection by an approved contractor.

- Waste will not be allowed to build up in line with Health & Safety and Fire Regulations.

- Waste will be transported from PHA premises by approved contractors for shredding and disposal in line with the agreed protocols.

5. **Solvent or Chemical Waste**

In respect of solvent or chemical waste these must be dealt with by approved appropriate disposal methods through the use of an approved waste management contractor following assessment of the substance type.

The following principles should be adhered to:

- Local protocols for the storage and disposal of this waste should be produced
- Protocols must comply with current legalisation.

Advice and guidance should be sought from the Local Authority concerning discharges.

The PHA does not as part of its normal activities have any radioactive waste.

6. **Aerosol / Glass Waste**

In disposing of aerosol or glass waste the following principles should be adhered to:

- Disposable aerosol containers and items of uncontaminated glass should be disposed of in purposely designed box labelled “Glass / Aerosol Waste – Do not incinerate”;
- Departments using aerosol containers that can be returned to the producer for recycling should develop a local procedure for the storage handling and transportation of these items in compliance with current legislation;
• Small items of contaminated glass should be disposed of in an approved sharps container
• Special arrangements should be made for the disposal of large broken/unbroken glass which may or may not be contaminated.

7. Waste Disposal Procedures - Summary

Waste should be disposed of in the following ways

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<tr>
<th>Waste Type</th>
<th>PHA Disposal Method</th>
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<tr>
<td>General office domestic waste including non-confidential paper waste</td>
<td>Place into bags/waste bins for daily collection</td>
</tr>
<tr>
<td>Confidential waste paper</td>
<td>Place all confidential waste paper into recycling bins / bags for regular collection</td>
</tr>
<tr>
<td>Cardboard</td>
<td>Flat pack and stored neatly for collection</td>
</tr>
<tr>
<td>Sanitary Waste</td>
<td>Place all such waste in the designated containers located in staff washrooms</td>
</tr>
<tr>
<td>Aluminium Cans</td>
<td>Place empty cans in recycling bins / All can collection boxes</td>
</tr>
<tr>
<td>PCs, Electrical Components (eg circuit boards)</td>
<td>Contact IT Dept to arrange collection and appropriate removal</td>
</tr>
<tr>
<td>White Goods, (electrical and electronic equipment), mobile phones</td>
<td>Contact PHA Senior Operations Manager (Delivery) to arrange separate collection in accordance with WEEE Directive</td>
</tr>
<tr>
<td>Multi Functional Device consumables</td>
<td>Return cartridges and other consumables via Freepost to Xerox</td>
</tr>
<tr>
<td>Wooden Furniture</td>
<td>Contact relevant PHA Senior Operations Manager (Delivery) to arrange removal and reuse or final disposal when appropriate</td>
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Levels of waste will be monitored and information captured for annual report to the PHA board as part of this Waste Management Strategy and Policy.

Waste Disposal arrangements vary slightly across offices however the principles of this Strategy and Policy should be adhered to across all PHA premises.
HEALTH & SAFETY COMMITTEE

Terms of Reference

(1) Background

The PHA Health & Safety Committee has been established to cover health and safety, fire safety and other premises and workplace requirements as detailed in the role and function for the Ormeau Avenue and Alexander House offices. It will also periodically review incidents and near misses relating to PHA staff, occurring in any other premises occupied by PHA staff.

PHA staff are also accommodated in the facilities of the four legacy HSS Boards. Statutory responsibilities in relation to these properties, transferred to the HSCB from 1 April 2009. In these facilities, Premises, Fire and Health and Safety Committees (known as the ‘Premises Committees’) have been established; PHA staff are represented on each premises committee.

(2) Role of the Committee

In general terms, the role of the Committee will be to consider the following:-

1. Issues relating to allocation of and general accommodation requirements, catering, domestic services, security and common services;
2. Facilities Management including routine maintenance, minor works, decants, renovations, acquisitions and equipment;
3. Health and Safety, Fire Safety and Disability Discrimination legislation requirements;
4. Healthy Workplace requirements; and
5. Periodic review of incidents and near misses.

(3) Function

The functions of the Committee are:

I. Issues relating to allocation of and general accommodation requirements, catering, domestic services, security and common services

   • Discuss any issues relating to the allocation of accommodation and organisational requirements.
   • Monitor and make recommendations in respect of catering, domestic services, etc.
   • Discuss and make any recommendations in conjunction with Information Governance Manager in respect of CCTV cameras and equipment.
   • Monitor compliance with Waste management and Environmental policies.
II. Facilities Management including routine maintenance, minor works, decants, renovations, improvements/ refurnishments acquisitions and equipment

- Monitor and review all aspects of maintenance and improvement or repair to buildings or grounds
- Discuss and consider issues in relation to proposed accommodation improvements and refurbishment projects, including any potential impact on staff welfare
- Ensure reporting mechanisms for minor works and repairs are effective and efficient and recommend and instigate changes where necessary

III. Health and Safety, Fire Safety and Disability Discrimination legislation requirements

In recognition of the PHA’s responsibility for the health, safety and welfare of its employees, tenants, contractors and visitors under the Health and Safety at Work Order (Northern Ireland) 1978, the Management of Health and Safety at Work Regulations (NI) 2000, Safety Representatives and Safety Committee (NI) Regulations 1979, Health and Safety (Consultation with Employee’s) Regulations (Northern Ireland) 1996 and relevant European legislation the PHA Health & Safety Committee will act as a mechanism for ensuring that all matters relating to fire, health, safety and premises management are addressed effectively and in line with all relevant standards and applicable legislation.

The Committee will seek opinion on any matters that require external expertise and will consider the following aspects of health and safety, fire safety and Disability Discrimination Act requirements:

- Promote and encourage a health and safety culture
- Facilitate and initiate reviews of risk assessment reports, accident/incident/near miss/fire reports/unannounced security and health and safety inspections and ensure that any lessons learned and remedial follow up actions are implemented and shared with other local office Premises Committees as deemed appropriate.
- Review and consider any referrals that have been made to the Health and Safety Executive Northern Ireland in accordance with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1997).
- Ensure that the PHA meets its obligations under the Disability Discrimination Act 1995, with particular attention to accessibility, making recommendations for adjustments where required.
- Initiate, develop, roll out and monitor measures designed to ensure the health, safety and welfare at work of employees.
- Assist in the resolution of issues relating to fire, health and safety or welfare at work of employees.
• Assist in the development, review and distribution of health, safety and welfare practices, procedures and policies to employees within the workplace.

• Consider, and take action as appropriate on, reports from Trade Union health and safety representatives.

• Monitor the adequacy of health and safety training, communication and publicity and initiate action to maintain a high standard.

• Discuss and agree any proposed changes to health, safety or welfare practices, procedures or policies and take forward the implementation of the changes.

IV. Healthy Workplace Requirements.

HSC Bodies have a responsibility for addressing health improvement across a range of settings, with the workplace being a key priority. There is a responsibility for HSC bodies to champion and show leadership in terms of supporting their workforce to make healthier choices and ensure that health improvement is at the core of the health and safety agenda. The PHA Health & Safety Committee will take consideration of these requirements.

V. Review of Incidents and Near Misses

The Health and Safety Committee will review reports of incidents and near misses in respect of all PHA accommodation.

VI. Communication with Staff

The Health and Safety Committee will ensure that staff receive regular updates on issues discussed and agreed by the Committee and that all relevant information is posted on the Intranet.

(4) Membership

• In line with health and safety legislation, employees and management should have equal representation on the PHA Health and Safety Committee.

• Membership of the PHA Health & Safety Committee will include:-
  - Senior Planning & Operational Services staff
  - One representative per Directorate function accommodated in any non HSCB owned premise.
  - Staff Side representative.

• The Health and Safety Committee will be chaired by the Assistant Director of Planning & Operational Services or deputy.
A quorum of 4 members must be present before a meeting can proceed with one member being the Chair.

Internal or external persons may be invited to attend the meetings at the request of the Chair on behalf of the committee to provide advice and assistance where necessary.

(5) Meetings

The PHA Health and Safety Committee should normally meet quarterly (a minimum of 3 times per year). This will not preclude the convening of a meeting at any time for a special purpose for example in the event of a specific incident having occurred.

The Committee shall be supported by Planning and Operational Services staff. The agenda and minutes of the previous meeting will be distributed at least 1 week prior to each meeting.

(6) Accountability

The PHA Health and Safety Committee shall be responsible through the PHA Director of Operations to the Chief Executive, PHA.

(7) Review

The terms of reference shall be reviewed annually.

Date of Last Review: 1 June 2012