

# HEALTH & SAFETY SUB-COMMITTEE

## Individual Terms of Reference

### 1. Purpose

The Committee shall act on behalf of the Board of Directors to carry out, although not

exclusively, the following functions:-

1.1 to manage the health and safety processes for the space;

1.2 to make recommendations to the Board on health and safety related issues

1.3 to ensure an effective induction process for equipment and areas of the space

1.4 to review and recommend for approval by the Board all equipment and general risk

assessments;

1.5 to ensure compliance with all Health and Safety legislation;

1.6 to ensure the adequate record keeping of all tool maintenance and training logs

### 2. Membership

The Committee shall be made up of at least 2(two) board members and no fewer than 3 (three) Members

### 3. Frequency of meetings

The Committee shall meet not less than quarterly.

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Last update: 2022/11/30 16:33

