

# 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

