

UNIVERSITY OF STIRLING

SAFETY, HEALTH AND ENVIRONMENT COMMITTEE

Minutes of the meeting held on Wednesday 23rd November 2016

PRESENT: Professor M MacLeod (Chair)
Mr J Galsworthy (Secretary)
Mrs K Plouviez
Mr M McDonald
Mr G MacLeod
Ms E Fuller
Mr D Hodge
Professor R O'Carroll
Mr B Struthers
Ms F Robb
Mr R Chappell
Ms S Jennings
Mr J Fraser
Mr G Millar

APOLOGIES: University Secretary
Deputy Secretary
Dr D Penman
Mr M McCrindle
Mrs A Burns
Dr C Johnstone

ABSENT: Union President

1. Apologies.

The Committee **noted** the apologies for absence.

2. Minutes of the previous meeting.

SHE (04/16) Minutes 1

The minutes of the meeting held on Wednesday 13th April 2016 were **approved** as an accurate record.

3. Matters arising.

Uptake of e learning

The Head of SEC updated the committee on the uptake of the e learning modules. A discussion ensued on various ways to increase the uptake. The Deputy Director of HR&OD suggested that probation should not be signed off until specific training modules have been completed. The Chair stated that he was due to meet with the Probationary Committee and this would be discussed at the meeting.

[Action: Chair]

Frequency of refresher training

The Head of SEC proposed that e learning refresher training should be undertaken by all staff every 2 years. The Committee discussed the proposal in detail and concluded that the blanket 2 yearly model did not fit with the various training courses i.e. Manual Handling refresher training may be required to be undertaken more frequently than Display Screen Equipment training. It was concluded that the Committee Secretary would present a short paper at the next meeting on suggested frequency for specific courses.

[Action: Committee Secretary]

Staff Survey

The Deputy Director of HR&OD informed the Committee that work is currently underway to produce a summary of the Staff Survey actions which will be circulated once complete. The summary should be available early 2017.

[Action: Deputy Director of HR&OD]

4. Draft Health and Safety Policy

**SHE 11/16 No 1
Head of SEC**

The Head of SEC provided the committee with an overview of the policy which the Committee then discussed. Several points were raised which included the need for the policy to be modernised, the standardisation of language used and the lack of reference to the stress policy.

It was agreed that comments and suggestions regarding the policy should be forwarded to the Head of SEC and the Committee Secretary.

[Action: All]

5. Draft Health and Safety Objectives 2016 – 2021

**SHE 11/16 No2
Head of SEC**

The Head of SEC introduced the paper which the Committee then discussed. Points raised included – Objectives not being SMART, health not included, could data from the annual returns be used to inform objectives and are they the right objectives.

It was concluded that more work was required on the objectives and feedback and suggestions should be forwarded to the Head of SEC and the Committee secretary by Monday 19th December 2016.

[Action: All]

6. AOB

There was no other business for discussion.

7. Next Meeting

19th April 2017