



Health and Safety Committee – terms of reference

1. Aims

The main aim of the Department of Oncology's Health and Safety Committee is to oversee the health and safety issues of the Department and monitor the implementation of the Department's health and safety policy. In addition, the Committee aims to promote co-operation in instigating, developing and implementing measures to ensure the health and safety at work of all its employees, students, visitors and others affected by the activities of the Department.

2. Membership

- Academic PI (Chair)
- Departmental Safety Officer (Secretary)
- Clinical School Safety Officer
- Cambridge Breast Cancer Research Unit Representatives
- Cambridge Cancer Trials Centre (S4 Block, Coton House) Representative
- Cambridge Molecular Diagnostics Laboratory Representative
- Clinical Oncology (R4 Block) Representative
- Hutchison / MRC Research Centre Representative
- Norman Bleehan Offices Representative
- Strangeway's Research Laboratory Representative
- Additional persons as necessary by invitation of the Chair

There is an open invitation to Andrea Eccles, School of Clinical Medicine Contact, University Health & Safety Office and to the CRUK Cambridge Institute DSO. The current committee membership is shown in Appendix 1.

3. Terms of reference

- 3.1 Provide a forum for the discussion of health and safety issues that affect the Department of Oncology.
- 3.2 Monitor the effectiveness of the Department's health and safety policy.
- 3.3 Advise the Head of Department on questions / issues relating to the Department's health and safety.

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- 3.4 Develop and implement methods of raising health and safety awareness within the Department.
- 3.5 Examine safety inspection / audit reports and where necessary make recommendations for remedial action.
- 3.6 Consider reports /minutes submitted by safety representatives from the sub-divisions of the Department.
- 3.7 Consider reports by enforcing authorities and formulate strategies for implementing recommendations.
- 3.8 Consider accident reports for the period since the last committee meeting. Ensure Health and Safety Division receives copies of the reports in a timely manner and ensure that any remedial action is taken.
- 3.9 Promote health and safety training to all Departmental personnel.
- 3.10 Ensure all University's health and safety policies which affect the Department are implemented in a timely manner.

4. Meetings

The Health and Safety Committee will meet three times per year (February, June and November). Minutes of the meetings will be circulated within two weeks of the meeting. The Committee will have a written agenda with standing agenda items (see Appendix 2).

Appendix 1

Current membership of the Department of Oncology Health and Safety Committee

Departmental Safety Committee Role	Name
Chair	Alison Dunning
School of Clinical Medicine Safety Officer	Keff Tibbles
Departmental Safety Officer & secretary	Laura Turner
Cambridge Breast Cancer Research Unit Laboratory Representative	Deborah Whitehorn Emma Harrison
Cambridge Breast Cancer Research Unit Office Representative	Shubha Anand
Cambridge Cancer Trials Centre (S4 Block & Coton House) Representative	Bride Foster
Cancer Molecular Diagnostics Laboratory (Clifford Allbutt Building) Representative	Francesca Nice
Clinical Oncology – R4 Block Representative	Catherine Durance
Cambridge Urology Translational Research & Clinical Trials (Norman Bleehan Offices) Representative	Shubha Anand
Hutchison/MRC Research Centre Representative	Oana Sadiq
Strangeways Research Laboratory Representative	Craig Luccarini

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Appendix 2

Department of Oncology - Health and Safety Committee

Agenda

1. Apologies of absence
2. Minutes of the last meeting
3. Matters arising
4. Report from the Departmental Safety Officer – including update report on accidents and incidents that have occurred since last committee meeting
5. Update from Cambridge Breast Cancer Research Unit (CBCRU) Safety Representatives
6. Update from Cambridge Cancer Trials Centre (S4 & Coton House) Safety Representative
7. Update from Cambridge Molecular Diagnostics Lab, Clifford Allbutt Building Safety Representative
- 8.
9. Update Clinical Oncology – R4 Safety Representative
10. Update from Cambridge Urology Translational Research & Clinical Trials, Norman Bleehan Offices Safety Representative
11. Update from Hutchison/MRC Research Centre Safety Representative
12. Update from Strangeways Research Laboratory Safety Representative
13. Update from Clinical School Safety Officer
14. Any other business
15. Date for the next meeting

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