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# **The Safety & Health Engineering Partnership**

## **An Industry and HSE Initiative**

### **(Terms of Reference)**

#### **Purpose / Aims:-**

The Safety & Health Engineering Partnership (hereafter referred to as SHEP) was primarily established to provide a focus and communications platform for all issues relating to health & safety in the engineering sector and amongst the participating Trade Associations and their members. It was convened by popular demand from both the industry and by the Health & Safety Executive (HSE) staff responsible for supporting the engineering sector. It was conceived in early 2018.

The purpose of the forum is to enable the engineering industry to engage, influence and inform HSE so that we can all effectively improve health and safety standards within the engineering sector. The forum will allow for information to be shared between industry and the HSE so that a better understanding of key health and safety risks can be fully identified. Also, to ensure that access to relevant and straight forward advice and guidance can be obtained.

#### **Mission:-**

***'To act together to help prevent work-related death and reduce the risk of injury and ill health to those who work in the engineering sector'***

Its main aims are to:-

1. Support the delivery of, and align with key themes of, the HSE strategy: Helping GB Work Well, including tackling ill health and supporting SME's
2. Share knowledge and good practice on new initiatives and approaches for reducing the risks to health and safety within engineering industries
3. Promote good standards of health and safety practices within engineering industries and disseminate and produce relevant industry specific guidance
4. Agree and promote SHEP's strategy for industry, giving clear guidance on how to tackle H&S issues using sensible and proportionate risk management
5. Develop and implement initiatives in line with SHEP's strategy and encourage member organisations to adopt and promote them



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6. Monitor and support the industry progress in implementing initiatives, including providing accident and near miss statistics through a common format and documentation.
  7. Promote the importance of leadership and worker involvement in your membership organisations

### **Membership:-**

Membership of SHEP is open to all representatives of Trade Associations in the engineering sector plus invited guests with a particular area of relevant expertise. There is no restriction on SHEP attendee numbers however at least 60% of attendees / membership must be from trade associations. Membership is not time limited. Members must attend at least two meetings per year. Each trade association should have an active H&S agenda and promote the SHEP strategy within the membership organisation.

### **Governance:-**

SHEP shall be governed by a Chair and Vice Chair from the Trade Association community / membership supported by a Secretary and a lead HSE representative. The SHEP Secretary shall produce written minutes of each meeting which will be subject to approval by the Partnership at each subsequent meeting.

Election of the Chair & Vice Chair will be brought about by invitations for candidates from amongst the SHEP members. Officers of the Partnership must be members of the partnership both prior to and during their period of office. Guests at the committee cannot be appointed as officers. In cases where there is more than one candidate, selection will be made through a confidential ballot amongst partnership members. All attendees, excluding invited guests, will carry a single vote. In the case of a tie, the HSE representative will invite further views from the Partnership but will make a final impartial decision based upon his or her best judgement.

Appointments will run for twelve months. Any one candidate may stand as often as they wish with a maximum period of continuous office being three years. The same candidate may then re-apply after a minimum of one year's absence provided that they have remained a member of the Partnership. Exceptions to this rule will arise in the event that there are no other willing candidates at which point the Chair may continue in post until an alternative volunteer candidate comes forward.

The Vice Chair will deputise for the Chair in all instances and at events where the Chair is unable to attend. Unless he/she is the only candidate wishing to stand, the Vice Chair does not automatically inherit the Chair in the event that the Chair stands down or comes to the end of his/her period of office.

SHEP shall meet three times a year. Additional meetings may be convened as necessary. The location and associated time will be determined at each previous meeting.