STRUCTURE OF THE UNIVERSITY DIVING AND BOATING SAFETY COMMITTEE

Positions:

- Chair (elected from the committee, with the exception of the UDO, BM or Student Representative)
- University Dive Officer (UDO)
- Boating Manager (BM)
- All individuals who regularly act in the role of Dive Officer or Boating Manager
- Health and Safety Advisor – Research (Faculty contact)
- Academic and Professional Representatives from Departments with diving and/or boating commitments
- Student Representative with appropriate expertise with diving and/or boating
- University Management Representative

Role of positions and reporting pathway:

Although members may have various levels of expertise in a diversity of areas, all members (including the Chair) have votes of equal weighting for decisions made within the DBSC. The UDO and BM are responsible for the implementation of policies and procedures ratified by the DBSC and within their area of oversight. The DBSC reports directly to the University Group Health and Safety Committee, and the Director, Risk and Assurance. The DBSC informs all relevant Heads of Departments (HoDs) of any decisions that are made. Individuals within the DBSC must consult with their direct managers with all decisions or actions arising from the Committee that may have implications on the role of their positions or management of time within their positions. The DBSC must meet at least quarterly, but can meet as often as required. The Chair is responsible for providing an Agenda (should it be needed) based on issues that members wish to be tabulated. The Chair is also responsible for providing Minutes from the meetings within two weeks of the meeting being held, and ensuring that allocated members invigilate actions assigned within the meetings. Should the Chair be unavailable for a meeting, the Chair can nominate another member of DBSC as Acting Chair to provide and Agenda and Minutes.

Should any member of DBSC (including the UDO and BM) identify a policy and/or procedure that may need updating or initiating under the DBSC’s jurisdiction, they should raise the suggestion to the DBSC, who will vote whether to proceed. A majority vote by all members is needed for any change to occur and all members will be given the opportunity:

- to voice their opinion on the matter
- to vote

Voting can occur either in a meeting or via email outside of meeting hours.

Should a dispute occur within the DBSC, it is up to the Chair to mediate and facilitate a resolution amongst Members. Should the Chair be unable to mediate an appropriate resolution, the Chair should report dispute to the Director, Risk and Assurance. If appropriate, the Chair should also report the dispute to appropriate HoDs.

The Director, Risk and Assurance, endorses the Chair and DO positions, in consultation with the DBSC. Appointment of the UDO is made through University Selection. Appropriate HoDs in consultation with the DBSC make appointments of the Academic Representatives. The Student Representative is nominated by the students who are users of the resources and then approved by the appropriate HoD. The Director, Risk and Assurance appoints the Health and Safety Advisor - Research. The appropriate HoD makes appointment of the BM unless otherwise specified by the University.