

The Aims of the Safety Working Group

- a) Uphold ethical values and practice
- b) Reduce occupational health impacts within the industry
- c) Continually improve health, safety and wellbeing within the industry
- d) Create guidance which meets or exceeds minimum legislative requirements
- e) Work closely with the BDA, FPS, and other safety groups and trade associations
- f) Provide and publish free guidance and resources to the Membership
- g) Provide articles on Health, Safety and Wellbeing for publication within the AGS e-magazine
- h) Provide learnings through safety bulletins, good practice, webinars, conferences and safety shares

Terms of Reference

1 Identification

The Safety Working Group (SWG) is, until such times as a re-arrangement of the Association takes place, one of the Standing Working Groups.

2 Composition and Membership

In common with all working groups, the SWG consists of the WG Leader appointed to the Executive by the Members of the Association, and who is supported by an appropriate number of Members of the Association, supplemented as necessary, by individuals from the wider industry, such that the WG can function efficiently and effectively.

Members of the SWG are appointed directly by the SWG Leader from among the Specialists within the Membership. From time to time specific tasks may be identified which may require an *ad hoc* specialist sub-committee to be created by the WG Leader. The WG Leader may choose to co-opt specialists outside of the Membership to assist the understanding of the technical, legal and/or legislative requirements.

The WG Leaders will review the membership of their WG directly after the AGM – usually in March or April each year. At this review, those who have not significantly contributed to the work of the WG over the past year may be retired and new members sought to replace them.

In addition to those members of the WG who are appointed by the WG Leader, Members of the Association who wish to serve on any of the WGs may inform the Administrator of their interest, which will, in turn, be conveyed to the WG Leader for their decision to accept or decline.

There is no fixed number of members of the SWG.

3 Duties

The duties of the SWG (and all other WGs) are:

- i) to fulfil the brief given to it by the AGS Chair, via its WG Leader, and
- ii) To create a collaborative environment where open, honest, non-judgmental discussions can take place
- iii) to communicate and engage with the Membership of the Association and the wider industry on matters relating to their Working Group.

The members of the SWG and all WGs and their various sub-committees are expected to participate actively and contribute to the work of their WG. Thus, membership of a SWG is not a virtual sinecure – it will not be sufficient merely to be present at meetings – everybody should expect to have tasks assigned to them, for completion outside the meetings.

4 Line of Responsibility

All Standing WGs report to the Executive Committee via their WG Leader.

Modus operandi

- 1 The SWG Leader will draft an outline programme of work or list of activities for the current year and gain agreement from the SWG.
- 2 The Byelaws require that each WG shall arrange to meet, at least two times annually. The Safety Working Group aims to meet four times a year (virtual or face to face) and the Administrator shall consult with the WG Leader and choose the location, date and time for each meeting. The Administrator will communicate this with the members of the Working Group at least 30 days prior to the meeting.
- 3 In the interval between physical meetings, the SWG members will continue to communicate with each other by whatever means and at such frequency that will enable them to conduct their business efficiently. The SWG Leader will co-ordinate such communication, with the assistance of the Administrator.
- 4 The Byelaws specify that the SWG Leader (and Leaders of all other WGs) will make the decisions of their WG, having considered the arguments and advice given to them by the members of the Group.
- 5 Working with the Administrator, the SWG Leader will formulate and finalise the agenda for all of the SWG's meetings.
- 6 Each member of the SWG who has an action from the previous meeting against their name must complete the action in accordance with the published timetable of actions referred to in item 8, and provide any supporting papers such that they can be issued with the Agenda for the next meeting.
- 7 A member who wishes to raise a substantial issue, shall provide, whenever possible, a brief on their subject to the SWG Leader or Administrator for consideration and inclusion in the Agenda for the next meeting.
- 8 In an effort to streamline the proceedings of meetings, all papers will be taken as read and, if for information only, will be annotated thus and will not be discussed further in the meeting. Self-evidently, this does not apply to papers for further discussion or matters for decision.
- 9 The SWG Leader shall arrange with the Administrator to organise, distribute and make available the records of all activities of the SWG, as appropriate.
- 10 The SWG leader shall approve the minutes of a meeting within two weeks of issue by the Secretariat.
- 11 When the finalised record of a meeting is distributed to the SWG members, it will, as a matter of routine, be accompanied by a list of actions arising from the meeting for members to progress, together with a timetable for those actions leading up to the next meeting.

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