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Fall Protection Committee

Terms of Reference

1. **GENERAL**

One of the requirements of the IWH Professional Body and Trade Association according to its Constitution is to appoint and stipulate the necessary requirements and policies for a 'Fall Protection Committee'. The committee shall be appointed by the current elected NEC.

2. **SCOPE OF COMMITTEE**

2.1. The following reference documents have been used to guide the contents of the scope of work to be conducted by this committee:

2.1.1. The Institute for Work at Height Constitution.

3. **COMMITTEE MEMBERS**

3.1. **The committee shall comprise of:**

- 3.1.1. The President in the case of recusal or unavailability – to serve as the Chairperson.
- 3.1.2. The Professional Body CEO
- 3.1.3. The minimum of one representative from each Chamber namely; Fall Protection Chamber, Rope Access Chamber, MEWP Chamber, Suspended Access Equipment Chamber, Falsework Chamber, Access Towers and Ladders Chamber and the Scaffold Chamber.

3.2. **Criteria for the nomination of persons to serve on the committee**

- 3.2.1. Capable of producing reports independently.
- 3.2.2. Must confirm availability to serve on the committee during normal business hours.
- 3.2.3. Will sign a confidentiality/non-disclosure agreement with the NEC as well as a declaration of impartiality.
- 3.2.4. The committee operates under the control of the NEC and can be dissolved by the NEC in the event of a serious breach of its confidentiality rules.

4. **TERM OF MEMBERSHIP OF COMMITTEE MEMBERS**

4.1. Shall be for a period of 2 years.

5. **PURPOSE & OBJECTIVES OF COMMITTEE**

5.1. The purpose and objective of the Fall Protection Committee is to ensure that all issues relating to Fall Arrest and Fall Prevention in all the different sub-sectors of the work at height industry is coordinated and addressed in one common forum. It is important that each sub-sector is represented to ensure that each industry can voice its unique issues with regard to fall arrest and/or fall prevention.

6. **OUTCOMES**

6.1. The committee, after consultation, research, development and discussion will propose/recommend in all instances its considered outcome on the issue at hand to the NEC.

7. **JURISDICTION**

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- 7.1. The committee is responsible for monitoring and giving recommendations, and will in all instances refer to the NEC for final ratification.
- 7.2. In terms of the above, the committee will, unless otherwise requested by the NEC, limit its deliberations to its stated objectives.

8. RESOURCES AND BUDGET

- 8.1. During the meetings of this committee it will as necessary from time to time to address any resources needed to meet the requirements of a particular objective e.g. staffing, materials, skills, meeting venues etc.

9. GOVERNANCE

- 9.1. Decision making ideally should be a consensus, failing which it will be on a majority basis.
- 9.2. A quorum at any committee meeting will be reached when at least 65% of voting committee members are present.

10. COMMUNICATION

- 10.1. The committee shall at all times ensure effective communication takes place both internally and externally by such means as; e-mail, telephone, skype, meetings, letters etc.
- 10.2. The frequency of the above means will be decided by the committee.
- 10.3. Three formal meetings will be scheduled during a period of 12 months, or when the need arises.
- 10.4. The main form of communication will be via email.

11. RELATIONSHIPS

- 11.1. The committee will report to the NEC taking cognisance of the need to consult with any other standing committee on considered matters of common interest.

12. RELATED POLICIES / STANDARDS

- 12.1. The committee will ensure to take into account with its deliberations any specific published acts/regulations/policies/standards, as well as industry and international best practice (BS, EN, ISO, CE, New Zealand standards, NFPA, ANS etc.....)
- 12.2. Policies and procedures will play an important role in decisions / recommendations made by the committee particularly in terms of the Construction Regulations, OHS Act, SAQA Act, the Skills Development Act, and QCTO policies and procedures.

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