

TERMS OF REFERENCE

Fall Protection Committee

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 about 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

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 be 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 always 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 consider 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.