

University of Regina
Health and Safety Committee

Terms of Reference

Take to
Cupe.

to review
ask if there
are any
suggestions

Purpose of the Committee

The University Health and Safety Committee (HSC) has been established to assist the University of Regina in meeting the requirements under the *Occupational Health and Safety Act* and *Regulations* and all applicable Provincial and Federal legislation and Municipal by-laws. The University of Regina Safety Policy 20.105 provides the commitment to safety and responsibilities of the HSC. The committee has a mandate to; advise, assist and make recommendations on policies that will improve the health and safety of faculty, staff, students and the general public while at the University. With the assistance of Health, Safety & Environment they monitor the effectiveness of University Health and Safety Programs and Local Safety Committees. They may require the establishment of other committees as necessary.

Role of the Committee

The HSC is required under Provincial legislation and shall function in accordance with the OH&S Act and Regulations. See appendix A.

Committee Membership

Leadership and authority within the committee encourages information sharing, cooperation and compromise. The members' names are posted on the Health & Safety Committee bulletin boards and are available on the U of R website.

➤ **Number of members/representation and selection:**

The Health & Safety Committee consists of 4 representatives of the University appointed by the President, and 8 employees chosen by the trade unions. CUPE 1975-01, CUPE 2419, URFA faculty and APT have agreed to each share the 8 positions. The employee members shall be elected or appointed by their peers in accordance with their trade union agreement. Efforts should be made to ensure equitable representation of substantially different health and safety concerns. CUPE 1975-01 and CUPE 2419 have agreed to provide the names of 4 members. URFA faculty has agreed to provide the names of 2 members. APT has agreed to provide the names of 2 members. The Health, Safety & Environment Director shall be a non-voting ex-officio and act as a resource to the committee. Other ex-officios can be invited as required.

➤ **Notification:**

The trade unions are responsible for notifying either co-chairperson or the Health, Safety & Environment Director of the members representing them on the committee. This notification shall be submitted no later than January 1 of each year. The University President appoints management members.

➤ **Term of Office:**

Three years - members hold office for 3 years and may be reappointed for a second or subsequent term. It is recommended that only one new member/group be elected or appointed each year.

➤ **Co-chairs:**

The University appoints a co-chairperson from the management members. The members of representing employees shall elect a co-chairperson from among their members.

Responsibility and Authority

The obligation to maintain a safe workplace is ultimately the responsibility of the University as the employer under the *Occupational Health and Safety Act, 1993*.

The University Health and Safety Committee role is to advise, recommend and monitor the effectiveness of University Health and Safety Program. For a detailed list of responsibilities see University Health and Safety Policy 20.105.

- <http://www.uregina.ca/presoff/vpadmin/policymanual/hr/20105.pdf>

Reporting

The HSC reports to the Vice-President (Administration).

Each committee member acts as a liaison between the committee and the occupational group and union they represent. The committee is responsible for making recommendations on policy and on reduction of incidents; for initiating action with respect to all occupational health and safety matters and promoting a safe and healthy work environment.

The Local Safety Committee (LSC) Chair reports to the HSC to provide a summary of the committee's activities (including challenges, accomplishments and inspections).

Meetings

Role call or attendance, comments from the co-chairs, approval of the agenda, acceptance of minutes of last meeting, LSC committee report, new business (details of problem or concern, what action taken or proposed, name of person responsible and target date), old business (report of actions taken must remain in minutes until resolved), inspection reports, correspondence, safety training, incident report summary (annual), harassment report summary (annual), time and place of next meeting, adjournment.

- **Frequency:** every other month.
- **Quorum:** at least half the members must be present and at least half of those present must represent employees. At least half the employer members must be present.
- **Attendance:** members are expected to attend all meetings (the University is legislated to ensure that the committee meetings achieve quorum). Members that are absent are responsible for notifying the recording secretary of their absence. Missing two consecutive meetings may result in the member being asked to leave the committee.

- **Chairing:** each co-chair takes turns chairing meetings - the chairperson controls the meetings, ensures the maintenance of an unbiased viewpoint, arranges the agendas, reviews previous minutes and material prior to the meetings.
- **Agendas:** the recording secretary will call for agenda items two weeks prior to the meeting and distribute all attachments one week prior to the meeting.
- **Decision-making:** use consensus to make decisions; if this is not possible, vote on the decision, majority rules.
- **Dispute resolution:** using project teams to recommend options to solve difficult technical problems, negotiating mutually acceptable compromises or asking a neutral third party to mediate.
- **Minutes:** minutes will be recorded in the format as required by the Ministry of Advanced Education, Employment and Labour (AEEL), be prepared and submitted to the Ministry within 14 days of the meeting, posted in the 7 locations on Campus (AH, KHS, ED, FM- 2 locations, CW and CL) and be available on the U of R web site.

Special Meetings

Special meetings can be called by either co-chair, the Health, Safety & Environment Director and Occupational Health Officer or the Director (Occupational Health and Safety, AEEL).

Subcommittees

Subcommittees are established as required to perform specific health and safety tasks when a need is identified by the HSC. They report to the HSC through HSE. For a list of current subcommittees and their descriptions go to [http://www.uregina.ca/hr/OH&S/OHC/OHS Committee.html](http://www.uregina.ca/hr/OH&S/OHC/OHS%20Committee.html)

Local Committees

Local committees are established in Academic and Administrative Units as identified to ensure that health and safety issues are addressed at the local level and to ensure the development of specific safety policies and procedures. Local committees report to the HSC through the committee chair once a year.

Amendments

These terms of reference may be amended by majority vote of the committee members.

Review

The terms of reference will be reviewed annually.

Appendix A

Duties of the Committee

Section 19 of the *Occupational Health and Safety Act* provides the legislated duties of committees:

19. The duties of an occupational health committee are:

- (a) to participate in the identification and control of health and safety hazards in or at the place of employment;
- (b) to co-operate with the occupational health and safety service, if any, established for the place of employment;
- (c) to establish, promote and recommend the means of delivery of health and safety programs for the education and information of workers;
- (d) to maintain records with respect to the duties of the committee pursuant to this section;
- (e) to investigate any matter mentioned in section 23;
- (f) to receive, consider and resolve matters respecting the health and safety of workers;
- (g) to carry out any other duties that are specified in this Act or prescribed in the regulations.