

TERMS OF REFERENCE

Thompson Rivers University

Joint Occupational Health and Safety Committee

May, 2002

Revised November 6, 2006

Revised August 2010/September 2010

Revised October 2011

Revised January 2012

Mission Statement

The Joint Occupational Health and Safety Committee (JOHSC) has the responsibility to play an important role in creating a safe and healthy working environment within TRU.

To achieve this, the Joint Occupational Health and Safety Committee will work to ensure all members of the TRU community are knowledgeable as to the requirements of the Occupational Health and Safety Program.

1. Name of Joint Health and Safety Committee

The committee shall be known as the Thompson Rivers University Joint Occupational Health and Safety Committee (TRU JOHSC)

2. Purpose of the Committee

The purpose of the TRU JOHSC is to work cooperatively with the employer in identifying and resolving safety and health issues in support of a planned occupational safety and health program and to prevent occupational injuries and diseases in the workplace.

3. Committee Membership

- a) The committee shall consist of at least 4 members
- b) The committee must consist of worker representatives and employer representatives
- c) At least half of the members must be worker representatives
- d) The committee will consist of at least one representative from each of the subcommittees AND
 - i. Representation from CUPE Local 900
 - ii. Representation from TRU Faculty Association
 - iii. Representation from TRU Student's Union
 - iv. Representation from the Association of Professional Administrators or Admin. Group

- v. Representation from BCOUFA
- vi. Manager, Occupational Health and Safety
- vii. Student Services
- viii. Director (or designate), Facilities
- ix. Security
- x. Wellness Center Co-ordinator
- xi. Campus Residence's representatives
- xii. William's Lake representative

Sub-Committees are to be established for all buildings. The frequency of meetings for each subcommittee will be dependent on which area has the greater potential for accident or injury. Areas not covered by sub-committees should report departmental health and safety issues to a JOHSC member or to the Safety Officer.

Sub-Committees shall consist of faculty or support staff representation elected or appointed from each of the areas being represented or from the unions in the area as well as student representation where appropriate. Each sub-committee must include at least one management representative.

4. **Selection of Worker Representatives**

(from the Worker's Compensation Act, Part 3, Division 4, Section 128)

The worker representatives on a joint committee must be selected from workers at the workplace who do not exercise managerial functions at that workplace, as follows:

- a) if the workers are represented by one or more unions, the worker representatives are to be selected according to the procedures established or agreed on by the union or unions;
- b) if the workers do not make their own selection after being given the opportunity under paragraph a), the employer must seek out and assign persons to act as workers representatives.

5. **Selection of Employer Representatives**

(from the Worker's Compensation Act Part 3, Division 4, Section 129)

The employer representatives on a joint committee must be selected by the employer from among persons who exercise managerial functions for that employer and, to the extent possible, who do so at the workplace for which the joint committee is established.

6. Role of the Co-Chairs

The Co-Chairs of the JOHSC and the Chairs of the Sub-Committees shall be selected from the membership of the committee. Their responsibilities include:

- a) ensuring that the meeting starts and ends on time;
- b) ensuring the maintenance of an unbiased viewpoint;
- c) reviewing previous minutes and materials prior to the meetings; and
- d) arranging the agenda and providing the secretary with the items for distribution at least one week before the scheduled meeting.
- e) facilitating the preparation of an annual report of the committee's activities for President's council.

7. Term of Appointment

The Chairperson's or Co-Chairs' term of appointment will be reviewed annually.

8. Role of the Secretary

TRU will provide the secretary for the Joint Occupational Health and Safety Committee and the sub-committees, to: (Workers Compensation Act Part 3, Division 4, 136)

- a) prepare and distribute the agenda;
- b) arrange the meeting place;
- c) notify members regarding upcoming meetings;
- d) prepare the minutes; and
- e) distribute the minutes as described in Section 11 of this document.

9. Duties of the Joint Committee

The JOHSC and Sub-Committees should play an important role in creating a safe and healthy working environment within TRU. The responsibilities (Workers Compensation Act, Part 3, Division 4, 130) of these groups include, but are not limited to, the following:

- a) To identify situations that may be unhealthy or unsafe for workers and advise or seek advice on effective systems for responding to those situations
- b) To consider and expeditiously deal with complaints relating to the health and safety of workers
- c) To consult with workers and the employer on issues related to occupational health and safety and occupational environment
- d) To make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment

- e) To make recommendations to the employer on educational programs promoting health and safety of workers and compliance with this Part and the regulations and to monitor their effectiveness
- f) To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness
- g) To advise the employer on proposed changes to the workplace or the work process that may affect the health or safety of workers
- h) To ensure that accident investigations and regular inspections are carried out as required by this Part and the regulations
- i) To assign representatives to participate in inspections, investigations and inquiries as provided in this Part and the regulations
- j) To promote health and safety within TRU to ensure that all persons are knowledgeable as to the requirements of the TRU Occupational Health and Safety Program.
- k) To promote compliance with all safety and health regulations, policies and procedures.
- l) To review accident or incident investigation reports and inspection reports, as required.
- m) To hold regular monthly meetings every month of the year.
- n) To keep accurate records of all matters that come before the committees, including minutes of meetings, correspondence, etc.
- o) To ensure Sub-Committees provide the Co-Chairs of the JOHSC and the Safety Officer with a copy of the committee minutes.
- p) To form subcommittees as required

10. Meetings

- a) The Joint Committee will meet monthly on the first Monday of each month at 2:30 PM.
- b) Sub-Committees shall arrange their meetings to ensure that they occur on a regular enough basis to meet the needs of their designated areas. The minimum requirement is twice per year for low risk areas and monthly for high risk areas.
- c) Items that cannot be dealt with through the Sub-Committee or have the potential to affect the entire campus will be brought forward to the JOHSC.
- d) Emergency meetings can be called by the co chairs as required
- e) A quorum shall consist of one-third of the members of the committee where management employer representatives do not out number workers representatives.
- f) Committees will add procedures it considers necessary for the meetings.

Attendance at Meetings

Roll call will be taken at all meetings and recorded on the minutes. A summary sheet of attendance will be included in the annual report. If a representative is unable to attend a designate may be sent in their place.

11. Committee Reports

(from the Worker's Compensation Act)

1. After each JOHSC meeting, the committee must prepare and post minutes of the meeting
2. The employer must:
 - if so requested by a union representing workers at the workplace, send a copy of the reports under subsection 1) to the union;
 - retain a copy of the reports for a least 2 years from the date of the joint committee meeting to which they relate; and
 - ensure that the retained reports are readily accessible to the joint committee members, workers of the employer, officers and other persons authorized by the Workers' Compensation Board or the minister.

12. Employer Must Respond to Committee Recommendations

(from the Worker's Compensation Act)

1. This section applies if a joint committee sends a written recommendation to an employer with written request for response from the employer.
2. Subject to subsections 4) and 5), the employer must respond in writing to the committee within 21 days of receiving the request, either
 - a) indicating acceptance of the recommendation, or
 - b) giving the employer's reasons for not accepting the recommendation.
3. If the employer does not accept the committee's recommendations, a co-chair of the committee may report the matter to the Workers' Compensation Board, which may investigate and attempt to solve the matter.
4. If it is not reasonably possible to provide a response before the end of the 21-day period, the employer must provide within that time a written explanation for the delay, together with an indication of when the responses will be provided.
5. If the joint committee is not satisfied that the explanation provided under subsection 4) is reasonable in the circumstances, a co-chair of the committee may report this to the Workers' Compensation Board, which may investigate the matter and may, by order, establish a deadline by which the employer must respond.

6. Nothing in this section relieves an employer of the obligation to comply with this Part and the regulation.

13. Other Employer Obligations to Support Committee

(from the Worker's Compensation Act)

1. The employer must provide the JOHSC with the equipment, premises and clerical personnel necessary for the carrying out its duties and functions.
2. On request of the JOHSC, the employer must provide the committee with information respecting:
 1. the identification of known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed;
 2. health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge;
 3. orders, penalties and prosecutions under the Part of the regulation relating to health and safety at the workplace; and
 4. any other matter prescribed by regulation.

14. Safety Discussions

In addition to the Sub-Committee activities within each Division or Department, all supervisors are encouraged to hold regular "safety talks" with their workers and/or students in order to discuss any safety or health concerns and obtain input from those people who are directly involved in the activities.

15. Committee Training

(Adopted from the Worker's Compensation Act)

- a) Each member of the JOHSC or a Sub-Committee, is entitled to an annual paid educational leave totalling 8 hours, or longer if prescribed by the regulation, for the purposes of attending occupational health and safety training courses conducted by, or with approval of, the board.
- b) A committee member may designate another member as being entitled to take all or part of the member's educational leave.
- c) The employer must provide the educational leave under this section without loss of pay or other benefits and must pay for or reimburse the worker for the costs of the training course and the reasonable costs of attending the course.

16. Amendments

These terms of reference may be amended by vote of the Joint Committee members.