

NAME OF SUB-COMMITTEE (ACRONYM)

TERMS OF REFERENCE

DATE

MISSION STATEMENT

The **Name of Sub-Committee** has the responsibility to play an important role in creating a safe and healthy working environment within the **Name of Faculty or Building**.

To achieve this, the **Acronym** will work to ensure all staff working in this **building or faculty** is knowledgeable as to the requirements of the Occupational Health and Safety Program.

1. Committee Representation

- a) Representation will be ongoing with one member from each of the **units where members are chosen from**.
- b) One representative from management/administration of **faculty or building**.
- c) Support Staff representative if applicable
- d) Student Representative if applicable
- e) Any additional member
- f) Ex-officio:
Manager, Health and Safety; Safety Officer

It is recommended that all safety committee members should have an alternate so that all areas will be represented at every meeting.

2. Purpose

The representatives function in a cooperative and collaborative spirit to identify and resolve health and safety problems in the **building or faculty**. Any problems identified and viewed as outside the scope of the **acronym** are referred to the TRU Joint Occupational Health and Safety Committee (JOHSC).

2. Attendance (optional)

Roll call will be taken at all meetings, with the attendance list included with the minutes. If a member misses more than three regular meetings, the **acronym** will be notified to seek an alternative member from the respective constituency.

4. Role of the Chairperson

The Chair of the OLBHSC shall be selected from the membership of the committee. The responsibilities include:

- a) Ensuring that the meeting starts and ends on time
- b) Reviewing previous minutes and materials prior to the meetings; and
- c) Arranging the agenda and providing members with agenda items, and making minutes available on file name. (or committee secretary if nominated will distribute agenda and minutes)

If the chair is not able to attend a meeting, he/she will appoint an alternate in advance to chair the meeting.

4. Term of Appointment

- a) The chair shall be elected from the membership of the acronym and serve a term of three years. The chair can be elected to further terms.
- b) Committee members shall serve a minimum of three years, and be nominated on a rotational basis to ensure continuity of the sub-committee.

(Two or three years as agreed upon by the sub-committee).

5. Role of the Secretary (if appointed, otherwise the chair's duty)

TRU will provide the secretary for the SHSC to:

- 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.

6. JOHSC Representative (is this process required?)

A representative from Acronym will be elected from the membership. This individual will attend the monthly JOHSC meetings and bring forward issues beyond the scope of the Acronym and report back on the JOHSC activities.

7. Functions of the Committee as needed per sub-committee unit

The responsibilities include, but are not limited to, the following:

- a) Promoting health and safety within the faculty or building to ensure that all persons are knowledgeable as to the requirements of the TRU Occupational Health and Safety Program.
- b) Considering suggestions from the work force with respect to health and safety matters and making recommendations to management.
- c) Promoting compliance with all safety and health regulations, policies, and procedures.
- d) Participating in the identification of potentially unsafe conditions or other hazards within the building through quarterly inspections and recommending means of controlling those risks.
- e) Participating in accident and incident investigations, and reviewing accident or incident investigation reports.
- f) Reviewing reports of inspections carried out in the workplace
- g) Forwarding suggestions which may affect the campus community or environs to the TRU JOHSC and/or the TRU Environmental Advisory Committee (EAC).
- h) Keeping accurate records of all matters that come before the committee, including minutes of meetings, correspondence, etc.
- i) Creating ad hoc committees as required
- j) Reporting to their individual disciplines and encouraging safety discussions within their areas of responsibility and assisting whenever possible.
- k)
 - i) Establishing and annually reviewing guidelines for field trips, ongoing education, inspection schedules, safe work procedures, safety training of new employees, and disposal of hazardous substances.
 - ii) Ensuring that the recommendations, guidelines, and timelines indicated in j-i are carried out.

8. Meetings

- a) The Acronym will meet term determined by JOHSC according to risk¹ before or after inspections are completed on a day agreeable to all members.
- b) A quorum shall consist of one-half plus one of the current sub-committee membership.
- c) The committee will add procedures it considers necessary for the meetings.

¹ Note to author of this document re Frequency and Risk: Office space only is deemed low risk; therefore office only building sub-committees meet bi-annually ie OL Building. Any building with lab space is deemed high risk and that committee meets monthly ie Science building. If in doubt as to frequency required, check with your JOHSC representative. Do not include this footnote in your final document.

9. Employer Must Respond to Committee Recommendations

(From the Worker's Compensation Act)

This section applies if the **Acronym** committee sends a written recommendation to an employer with written request for response from the employer.

- a) Subject to subsections 4) and 5) of the Act, the employer must respond in writing to the committee within 21 days of receiving the request, either
 - i) indicating acceptance of the recommendation, or
 - ii) giving the employer's reasons for not accepting the recommendation.
- b) If the employer does not accept the committee's recommendations, the chair of the committee may report the matter to the Workers' Compensation Board, which may investigate and attempt to solve the matter.
- c) 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.
- d) If the committee is not satisfied that the explanation provided under subsection 4) is reasonable in the circumstances in consultation with the TRU JOHSC 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.
- e) Nothing in this section relieves an employer of the obligation to comply with this Part and the regulation

10. Other Employer Obligations to Support Committee

(From the Worker's Compensation Act)

- a) The employer must provide the **Acronym** with the equipment, premises and clerical personnel necessary for the carrying out of its duties and functions.
- b) On request of the **Acronym**, the employer must provide the committee with information respecting:
 - i) The identification of known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed;
 - ii) Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge;
 - iii) Orders, penalties and prosecutions under the part of the regulation relating to health and safety at the workplace; and
 - iv) Any other matter prescribed by regulation.

11. Safety Discussions

In addition to the Committee activities, each representative will add safety agenda items at all department meetings in order to discuss any safety or health concerns and obtain input from those people who are directly involved in the activities.