



## Joint Occupational Health and Safety Committee Terms of Reference

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### **Mission Statement**

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

To achieve this, the Kamloops Joint Occupational Health and Safety Committee will work to make sure that all members of the Thompson Rivers University Kamloops campus 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 Kamloops Joint Occupational Health and Safety Committee - (the 'Committee' or JOHSC)

### **2. Purpose of the Committee**

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

### **3. Membership of the Committee**

The committee consists of worker and employee representatives, with at least half of the representatives representing workers, and also a small number of resource members.

#### **a) Worker representatives**

Worker representatives will be selected from workers at the university who do not exercise managerial functions.

There will be at least one representative from CUPE Local 900, the TRU Faculty Association and the Association of Professional Administrators.

Workers representatives not selected by the unions will be drawn from across the university, linked with the Safety Sub-Committees established by Schools/Faculties and Departments and with an emphasis on areas of higher risk.

**b) Employee representatives**

Employee representatives will be selected from workers at the university who exercise managerial functions.

The following departments will send representatives to the committee:

- Facilities
- Human Resources
- Student Services

Employee representatives from academic and administrative management will be drawn from the Safety Sub-Committees established by Schools/Faculties and Departments.

**c) Resource members**

The risk management department will provide specialist resources to the committee. Resource members will act in an advisory capacity and will not participate in votes or stand as chairs.

**d) Community members**

From time to time the committee may on a temporary or permanent basis invite additional members who are not employees of the University but are a part of the campus community (for example representatives from student residences, the students union, or significant contractors) or to attend the Committee. Proposals for community members should be discussed and agreed by the Committee. Community members will mainly act in a liaison role and will not participate in votes or stand as chairs.

**4. Members' responsibilities**

**a) Attendance at Meetings**

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

**b) Committee Training**

- Each member of the Committee is entitled to an annual paid educational leave totalling eight hours, or longer if prescribed by the regulation, for the purposes of attending occupational health and safety training courses.
- Committee members are expected to attend at least one educational session of up to four hours on topics agreed by the Committee and organised by the University
- 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.

**c) Raising Safety Awareness**

In addition to their Committee activities, each representative will take action to raise the profile of the safety program within their constituent areas, making sure that the safety agenda is included in faculty or department meetings, and that safety concerns are discussed and employees and/or students can raise safety concerns.

**5. Role of the Co-Chairs**

The Co-Chairs of the Committee 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;
- d) arranging the agenda and providing the secretary with the items for distribution at least one week before the scheduled meeting;
- e) bringing forward recommendations from the committee to TRU leadership for resolution; and
- f) facilitating the preparation of an annual report of the committee's activities for President's council

**6. Term of Appointment**

The Co-Chairs' term of appointment will be reviewed every two years on a staggered basis to increase continuity.

**7. Role of the Secretary**

The University will provide the secretary for the Committee 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.

**8. Duties of the Joint Committee**

The Committee plays an important role in creating a safe and healthy working environment within TRU. The responsibilities 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 occupational health and safety and the occupational environment
- e) To make recommendations to the employer on educational programs promoting health and safety of workers and compliance with 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 the regulations
- i) To assign representatives to participate in inspections, investigations and inquiries as provided in the regulations
- j) To promote health and safety within TRU to spread knowledge about the requirements of the TRU Occupational Health and Safety Program to all persons.
- 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 meetings.
- n) To keep accurate records of all matters that come before the committees, including minutes of meetings, correspondence, etc.
- o) To form subcommittees and working groups as required

## **9. Meetings**

- a) The Committee will meet on a regular basis, normally on the first Monday of each month.
- b) Special arrangements will be made during the summer semester when many of the academic members of the committee may be away from the university.
- c) Emergency meetings can be called by the co-chairs as required.
- d) A quorum shall consist of one-third of the members of the committee where employer representatives do not outnumber workers representatives.
- e) The Committee will add procedures it considers necessary for the meetings.

## **10. Committee Reports**

- a) After each meeting, the Committee secretary must prepare minutes of the meeting
- b) Minutes will be posted on the Health and Safety page of the TRU web-site and may also be distributed on request. Minutes should be kept for at least two years.

**11. Committee Recommendations**

- a) If issues and concerns cannot be resolved through the Committee, the Committee may resolve to make a formal recommendation to University management.
- b) The recommendation must be sent from one or both Co-chairs
- c) A written response must be received within 21 days either:
  - indicating acceptance of the recommendation,
  - giving the employer's reasons for not accepting the recommendation, or
  - explaining the reason for the delay, together with an indication of when the responses will be provided.
- d) If the employer does not accept the committee's recommendations, either co-chair of the committee may report the matter to the Workers' Compensation Board, which may investigate and may, by order, establish a deadline by which the employer must respond.

**12. Management Obligations to Support the Committee**

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

**13. Amendments**

These terms of reference will be formally reviewed every two years and may also be amended at any meeting by vote of the Committee members.

These Terms of Reference have been drawn up in accordance with the Workers Compensation Act and guidance issued by WorkSafeBC. A [summary](#) of the regulations may be found on the WorkSafe BC website.