

University Health and Safety Committee Okanagan Campus

TERMS OF REFERENCE

Date of Ratification: May 29, 2007

Date of Last Revision: May 23, 2007

1. Introduction

The UBC Policy #7 University Safety provides the following general statement of objectives:

“The University aims to provide a safe, healthy and secure environment in which to carry on the University's affairs. All possible preventative measures are taken to eliminate accidental injuries, occupational diseases and risks to personal security.

Compliance with the Workers' Compensation Act, WHMIS and related legislation is the minimum standard acceptable. All students, members of faculty and staff are encouraged to strive to exceed these minimum legal standards and eliminate unnecessary risks.

The University Health and Safety Committee works to achieve these objectives by providing education and reviewing policies and procedures.”

2. Purpose of the Committee

The University Health and Safety Committee (the 'Committee') has a mandate to advise, assist and make recommendations on policy and procedures, which will improve health, safety and personal security of faculty, staff, students, and the general public while at the University. The Committee shall monitor efforts of the University to comply with the regulations of Workers' Compensation Board and all applicable Provincial and Federal Legislation. The Committee shall monitor activities and effectiveness of University Health and Safety Programs and Local Safety Committees with the assistance of the Health, Safety and Environment Office.

3. Role of the Committee

- 1) Make recommendations for improvement in health, safety and personal security programs such as training needs, awareness programs, hazard communication or specific hazard abatement actions. Consider recommendations or suggestions from faculty, staff, students, and visitors concerning health and safety issues, and endorse them where warranted.
- 2) Promote health and safety awareness to the entire campus community.

- 3) Review written health and safety instructions and/or policies and make recommendations for their improvement, particularly when new equipment, processes or programs are introduced to the campus; to draft new policies as requested. Advisory sub-committees, chaired by a member of the Committee may be formed.
- 4) Review and make recommendations concerning reports from the Worker's Compensation Board, monthly summaries of UBC accident and occupational disease statistics, monthly summary of receipt of minutes of Local Safety Committees, and other reports as may be submitted.
- 5) Follow up on recommendations made by the Committee.
- 6) Comply with section 130 of the WCB Act listed in Appendix A

4. Reporting

- 1) The University Health and Safety Committee reports to the Deputy Vice Chancellor (DVC) through the Director of Human Resources. The Committee will prepare an annual budget for the approval of the Director of Human Resources; approved funds will be administered by the Health, Safety and Environment Office.

5. Committee Membership

- 1) Committee members are designated as representing the management of the University or the Faculty and Staff. The University appointed representatives may not outnumber Faculty and Staff representatives on the Committee. The Director of Human Resources shall appoint the university representatives. Faculty or Staff representatives shall be selected in accordance with Section 128(1) *Selection of Worker Representatives* in the Workers' Compensation Act. Efforts should be made to ensure all major work groups or areas are represented on the Committee.
- 2) Staff and faculty organizations may each select the number of representatives to sit on the Committee as indicated below:

BCGEU - 4

Faculty Association - 4

Management and Professional – 4

The Health, Safety and Environment Advisor or designate(s) shall be non-voting observers and act as a resource to the Committee.

- 3) Appointments to the Committee should be for a period of no less than two (2) years with two (2) of the four (4) positions held by each affiliation expiring annually. In the event of a resignation, the appropriate Faculty or Staff organization may appoint a replacement for the period remaining on the vacant two (2) year appointment. Appointments shall normally be from

September to August. Any member may be reappointed to the Committee following their initial term.

6. Quorum and Voting

- 1) Quorum of a meeting shall be at least one half the currently filled positions, but with Management and Professional attendees being a minority (a minority is less than or equal to one half of the number of votes) of those present.
- 2) Items to be forwarded to Management (Responsible Director) require a 2/3rd majority (greater than 2/3rd of the number of votes) of the filled seats.

7. Elections

Members of the Committee shall elect co-chairs at the June meeting, from the Committee membership. Both offices may not be held by faculty and staff representatives or by university management nominated representatives at the same time. The nominating committee will consist of the past Co-chairs (or a designate appointed by the current Chairs), who will meet at the beginning of May. The nominating committee is charged with the responsibility of developing a list of candidates for the positions of Co-chair. These nominations shall be distributed to all Committee members prior to the May meeting. Further nominations may be received from the floor at the May meeting. Elections will be held at the June meeting with the elected co-chairs taking office at the September meeting.

8. Committee Meetings

- 1) Meetings are to be conducted according to Roberts Rules of Order (Newly Revised 10th Edition).
- 2) Meetings are to be held once each month, preferably on the same day of each month, and should follow an agenda, which contains the following topics:
 - a) Roll call or attendance;
 - b) Approval of agenda;
 - c) Approval of previous minutes;
 - d) Report of actions taken as a result of items arising from the minutes;
 - e) Reading of correspondence;
 - f) Review of the monthly Accident and Cost Report prepared by the Health, Safety and Environment Office;
 - g) Report from the Health, Safety and Environment Advisor;
 - h) Review of WCB and any other regulatory agency inspection reports;
 - i) Other Business.

- 3) All documents submitted to the UHSC are to be in at least 12pt font size.
- 4) Draft minutes are to be submitted to the chairs for review of action items one day after the meeting.
- 5) Minutes will be reviewed by the co-chairs and distributed within one week of the meeting.
- 6) Approved minutes of meetings are recorded and copies distributed to all Committee members, to the Director of Human Resources and to the University's Health, Safety and Environment office. Copies of minutes shall be available for review by all local safety committees and all members of the University community by way of the HSE web site www.ubc.ca/okanagan/hse

9. Duties of Members and Officers

The duties of Committee members are to:

- 1) Attend all safety committee meetings and, when unable to, inform a Committee Co-chair.
- 2) Participate in all activities of the Committee, and chair Sub-Committees when requested.
- 3) Review investigations on all serious accidents as reported to the Committee by the Health, Safety and Environment Office or Local Safety Committees.
- 4) Recommend and participate in the development of policies and procedures for improvement of health and safety.
- 5) Encourage Committee members to attend safety courses or seminars. (Each Committee member is entitled to eight hours of annual educational leave. Educational leave is transferable between Committee members.)
- 6) Promote the Safety Policy and safety procedures of the University in carrying out their work.
- 7) Be familiar with WCB Occupational Health and Safety Regulations, the University Safety Policy, and Committee's Terms of Reference
- 8) Attend regularly scheduled committee meetings. Any representative who is absent for three (3) or more consecutive meetings or for five (5) or more meetings through the year (September to September) will be deemed to have resigned and the matter will be referred to their respective affiliation.

10. Duties of Co-chairs

- 1) Review previous minutes and materials prior to each meeting, and prepare an agenda.
- 2) Chair all meetings; take a leadership role in guiding Committee discussions towards definite conclusions.
- 3) Meet at least regularly or quarterly with the Director of Human Resources, or his/her designate, to communicate health and safety concerns.

- 4) Report to the Committee on the status of suggestions and recommendations from previous meetings.
- 5) Appoint standing committee members, and encourage active participation from members.
- 6) Ensure a time and place for meetings have been arranged.
- 7) Ensure that the minutes are recorded at each meeting.
- 8) Write reports and correspondence.
- 9) Ensure that each member is given a copy of relevant resource information, including access to the WCB Occupational Health and Safety Regulation and the Committee's Terms of Reference.
- 10) When directed by the Committee, the Co-chairs will send written recommendations to the Health, Safety and Environment Advisor for response. If the issue remains unresolved, the Co-chairs will send written recommendations to the Director of Human Resources and request a response from the University. WCB legislation requires that the University respond in writing within 21 days of receiving the request.

11. Duties of Sub-Committees

- 1) Sub-committees may be established by the Committee to investigate and report on specific issues or problems. The Chair of the sub-committee must be a member of the University Health & Safety Committee. Other sub-committee members can be drawn from the campus community and appointed because of their experience and knowledge.
- 2) Sub-committees are advisory only.
- 3) Sub committees must adhere to the terms of reference of the UHSC and the guidelines issued by the UHSC.

12. Relationship with Local Safety Committees

The minutes of Local Safety Committee meetings shall be sent to the Health, Safety and Environment Advisor.

The Health, Safety and Environment Office shall monitor local Committee activities to ensure regular worksite inspections, investigation of accidents, and reporting of hazardous conditions is occurring. The Committee may request that the Health, Safety and Environment Advisor follow-up with Heads or Directors of Units reported to be in noncompliance with UBC policies. As appropriate, the Committee may offer assistance to Local Safety Committees and/or administrative or academic units to assist with any compliance issues.

Local Safety Committees may be invited to attend Committee meetings from time to time to report on their activities. The Local Safety Committees may also attend at their own request to observe the Committee's meetings or to speak to a specific issue. Attendance shall be arranged through a Co-chair. The Committee

will organize a yearly occasion where the contribution of Local Safety Committees is celebrated.

13. Relationship between HSE and the Committee

The Health, Safety and Environment Advisor or designate, will attend the monthly meetings to report on Accident and Cost statistics, course and seminar updates, WCB Inspection reports, recommendations and other information pertinent to the work of the Committee. The Health, Safety and Environment Advisor will also provide periodic reports of Local Safety Committee activities to the Committee.

The Health, Safety and Environment Office will provide secretarial support and services to the Committee as necessary.

Appendix A

The WCB Act has outlined the following duties and functions of the Committee in Section 130 of the Act:

“A joint committee has the following duties and functions in relation to its workplace:

- a) to identify situations that may be unhealthy or unsafe for workers and advise 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 of workers;
- e) to make recommendations to the employer on educational programs promoting the 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 processes 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 participate in inspections, investigations and inquiries as provided in this Part and the regulations;
- j) to carry out any other duties and functions prescribed by regulation.”