Draft CEE Departmental H&S Committee: Terms of Reference

October 2016

Mandate

Help the department to improve health and safety management in following with the Occupational Health and Safety Act (OHSA) and UW Policy 34, Health and Safety Environment.

Powers of Committee/Duties:

- identify situations that may be a source of danger or hazard;
- make recommendations to the constructor or employer and the workers for the improvement of the health and safety;
- recommend to the constructor or employer and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers;
- obtain information from the constructor or employer respecting,
  - the identification of potential or existing hazards of materials, processes or equipment, and
  - health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge;
- obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and
- be consulted about, and have a designated member representing workers be present at the beginning of, testing referred to in clause (e) conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid. R.S.O. 1990, c. O.1, s. 9 (18).
- Ensure inspections are conducted
- Review health and safety concerns
- Recommend the establishment, maintenance and monitoring of programs, measures and procedures respecting health and safety
- Designate worker members to attend a work refusal or a work stoppage, investigate a critical injury or fatality, attend beginning of occupational health and safety testing, if required, and accompany Ministry of Labour inspector investigations and inspections of the workplace
- Be bound by confidentiality except where disclosure of information is specifically required by legislation; and.

Roles

Co-Chair (Management Representative)

The Technical Resources Manager will serve as a co-chair of the CEE JHSC. If the committee has failed to reach consensus about making recommendations under subsection (18) after attempting in good faith
to do so, either co-chair of the committee has the power to make written recommendations to the constructor or employer.

**Co-Chair (Worker Representative)**

A worker representative will be selected by the members who represent the workers to serve as a co-chair of the CEE JHSC. If the committee has failed to reach consensus about making recommendations under subsection (18) after attempting in good faith to do so, either co-chair of the committee has the power to make written recommendations to the constructor or employer.

**Secretary (Worker Representative)**

The departmental secretary will serve as the JHSC secretary and will be responsible for preparing meeting minutes during the meeting and distributing the meeting minutes after the meeting has been completed.

**Certified Members**

At least one member representing the constructor or employer and one member representing the workers must be certified.

**Membership**

Members of the JHSC will include the following members:

- Technical Resources Manager (Management Representative)
- Departmental Secretary (Worker Representative)
- SM&C Staff Representative (Worker Representative)
- SM&C Faculty Representative (Management Representative)
- E&WR, GEO and TRANS Staff Representative (Worker Representative)
- E&WR, GEO And TRANS Faculty Representative (Management Representative)
- Graduate Student Representative (Worker Representative)

Each member will serve a term of no less than 3 years with the exception of the Technical Resources Manager and the Departmental Secretary who will are permanently appointed to the committee. Committee members can be taken from volunteers within their respective groups (SM&C and E&WR/GEO/TRANS)

**Frequency of Meetings**

Meetings are to be held at least once every three months. Timing will be established by the Co-Chairs and discussed during the previous meetings.

**Agenda**

The standing agenda of the CEE JHSC is as follows:

- Approval of previous meeting minutes
- Review of action items form previous meeting
- Review of incidents, investigations and corrective actions that occurred since the previous meeting
- H&S Concerns
- New Business
- Next meeting date
- Closing

**Training**

All members of the CEE JHSC must complete the Safety Office Workplace inspection (SO1007) and Incident Investigation (SO1012) training. At least one Worker representative and one Management representative must be certified under OSHA completing an approved JHSC Training (including both Part 1 and Part 2). Refresher trainings are required every 3 years to maintain certification.

**Response Times**

**Departmental Response Times:**

A constructor or employer that receives a written recommendation from a committee or co-chair shall respond within twenty-one days in accordance with the Occupational Health and Safety Act

**H&S Committee Response Times:**

Corrective action review period is documented on H&S inspection forms and is as follows:
- For items marked High priority 24 hour response is required,
- Medium priority a 14 day response time is required,
- Low Priority a 14 day response time is required and
- For items marked monitor, they should be revisited within 90 days).