University Health & Safety Committee
Terms of Reference

A) Introduction

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.”

B) 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 WorkSafeBC regulations all applicable Provincial and Federal Legislation, as well as UBC’s own policies and procedures. The committee will make recommendations to ensure that the health and safety objectives of the University can be achieved. The Committee shall monitor activities and effectiveness of University health and safety programs and Local Health and Safety Committees with the assistance of the department of Risk Management Services (RMS).

C) Role of the Committee

The UHSC has the following duties and functions in relation to the universities workplace:

1. to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
2. to consider and expeditiously deal with complaints relating to the health and safety of workers;
3. to consult with workers and the employer on issues related to occupational health and safety and occupational environment;
4. to make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
5. to make recommendations to the employer on educational programs promoting the health and safety of workers and to monitor their effectiveness;
6. to advise the employer on programs and policies required under the WorkSafeBC regulations for the workplace and to monitor their effectiveness;
7. to advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;
8. to ensure that accident investigations and regular inspections are carried out as required by this Part and the regulations;
9. to participate in inspections, investigations and inquiries as provided in this Part and the regulations;
10. to carry out any other duties and functions prescribed by regulation.

D) Reporting

The University Health and Safety Committee reports to the university executive through the Vice-President, Finance and Operations.

E) Committee Membership

Committee members are designated as representing: Management of the University, or the Faculty and Staff, or Students. The University Management representatives may not outnumber Faculty and Staff representatives on the Committee. The Vice-President, Finance and Operations shall appoint the Management representatives. Faculty and 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. Faculty and Staff Unions and Associations may each select the number of representatives to sit on the Committee as indicated in the following table:

| CUPE 116 | 2 | Faculty Association | 2 | BCGEU | 1 |
| CUPE 2950 | 2 | AAPS | 2 | NUT | 1 |
| IUOE 882 | 1 | CUPE 2278 | 2 |

Each Faculty and Staff Union and Association employee group may appoint one of their members to act as an alternate on the committee when the group is unable to fulfill their complement. This alternate will have the right to vote as a regular member when attending.

University Management representatives shall be appointed by the Vice-President, Finance and Operations with representation from each of the Management groups as indicated in the following table:

| Athletics and Recreation - Managing Director |
| Building Operations - Managing Director |
| Campus and Community Planning - Assoc. VP |
| Campus Security - Director |
| Faculty of Arts - Dean or Assistant Dean |
| Faculty of Medicine /or Applied Science - Dean or Associate Dean |
| Infrastructure Development - Managing Director |
| External Relations - Managing Director |
| Student Health Service - Director |
| Student Housing and Hospitality Services - Managing Director |

Any appointments to the Committee shall be for a period of two (2) years. Any member may be reappointed to the Committee following their initial term.
The Chief Risk Officer, the Director of Occupational and Research Health and Safety, and the Manager, Occupational Health and Safety shall be invited to be non-voting observers and act as a resource to the Committee. Occasionally, the committee may invite guests to provide information; they will be considered a non-voting resource.

**F) Quorum**

The quorum at any meeting shall be established in accordance with the following:

(a) it must have at least 4 members or, if a greater number of members is required by regulation, that greater number;

(b) it must consist of worker representatives and employer representatives;

(c) at least half the members must be worker representatives;

(d) it must have 2 co-chairs, one selected by the worker representatives and the other selected by the employer representatives.

A vote of the majority of a minimal quorum, as defined above, is required.

**G) Elections**

Members of the Committee shall bi-annually elect one worker (Faculty and Staff) representative and one employer (Management) representative to be Co-chairs by the June meeting. The current elected Co-chairs, will meet at the beginning of May of their second year. During this meeting the Co-chair representing faculty and staff will develop a list of potential worker representative candidates and the Co-chair representing the management will provide a list of potential employer representative candidates to be presented at the May meeting. Additional candidates can be added by the floor at the May meeting. (Management may propose management representative candidates and Faculty and Staff may propose worker representative candidates) The election of the co-chairs will be held at the beginning of June meeting with the elected Co-chairs taking office immediately to chair the June meeting.

**H) Committee Meetings**

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:

1. Roll call or attendance;
2. Determination of quorum
3. Approval of agenda;
4. Approval of previous minutes;
5. Review of the monthly Incidents and Accidents
6. Report of actions taken as a result of items arising from the minutes;
7. Report from Task Specific Sub-committees;
8. Correspondence: Review of WorkSafeBC and any other health and safety regulatory agency inspection reports;
9. Other Business

Minutes of meetings will be recorded by a designate of RMS (the Recording Secretary) and provisionally approved by the Co-chairs. Approved minutes will be electronically distributed to all Committee members, to the Vice-President, Finance and Operations to all Chairs of Local Health and Safety Committees, to the University's department of Risk Management Services, and be available for review by all members of the university community by way of the RMS website www.rms.ubc.ca within two weeks following the end of the meeting.

I) Duties of Committee Members

1. Attend all monthly Committee meetings and, when unable to, inform the Recording Secretary. Attendance shall be reviewed by the appointing entities at the request of the Co-chairs.
2. Participate in all activities of the Committee, and chair Sub-Committees when requested.
3. Review and where practicable participate in inspections and investigations reported to the Committee, by RMS or Local Health and Safety Committees.
4. Recommend and participate in the development of policies and procedures for improvement of health and safety.
5. Attend safety courses or seminars, which are made available to Committee members. Each Committee member is entitled to 8 hours of annual educational leave.
6. Promote the University Safety Policy, and safety procedures of the University, in carrying out their work.
7. Be familiar with WorkSafeBC Occupational Health and Safety Regulations, the University Safety Policy, and the Committee's Terms of Reference.

J) 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 quarterly with the Vice-President, Finance, 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 sub-committee members, and encourage active participation from members.
6. Ensure a time and place for a meeting has been arranged by the Recording Secretary.
7. Ensure that the minutes are recorded at each meeting.
8. Ensure that the previous minutes and proposed agenda, and pertinent information are distributed prior to the meeting.
9. Write reports and correspondence.
10. Ensure that each member is given a copy of relevant resource information, including the WorkSafeBC Occupational Health and Safety Regulation, and the Committee's Terms of Reference.
11. When directed by the Committee, the Co-chairs will send written recommendations to the Vice-President, Finance and Operations for presentation to the university executive with a request for response as per WorkSafeBC legislation. (A written response is required within 21 days of receiving the request.)
K) **Task Specific Sub-Committees**

The need for the Task Specific Sub-committees shall be determined by the Committee and the Co-chairs shall jointly appoint the Chair and members of each sub-committee. The Chair of the sub-committee must be a member of the Committee. Other sub-committee members can be drawn from the campus community and appointed because of their experience and knowledge.

L) **Relationship with Local Health and Safety Committees**

The minutes of Local Health and Safety Committee (LHSC) meetings shall be sent to Risk Management Services.

The UHSC shall monitor LHSC activities to ensure regular worksite inspections, investigation of accidents, and reporting of hazardous conditions are occurring. The Committee may request follow-up with Heads or Directors of Units that are found to be in non-compliance with WorkSafeBC regulations and UBC policies. As appropriate, the Committee may offer assistance to LHSCs and/or administrative or academic units to assist with any compliance issues.

LHSC Chairs or members may be invited to attend Committee meetings from time to time to report on their activities. The LHSC Chairs and/or members 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 and the Recording Secretary. The Committee will organize a yearly occasion where the contribution of Local Health and Safety Committees is celebrated.

M) **Role of RMS, Workplace Health Services (WHS-HR) and the Committee**

The Chief Risk Officer, RMS, or designate, will attend the monthly meetings to report on WorkSafeBC Inspection reports, and RMS activities pertinent to the work of the Committee.

The Manager of WHS-HR, or designate, will attend the monthly meetings to advise on WorkSafeBC claims management.

RMS will provide secretarial support and administrative services to the Committee as necessary.