

**S. J. Carew Building
Occupational Health and Safety Committee
Terms of Reference**



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1. Introduction

The OHS committee of the S.J. Carew Building referred to hereafter as the Building Health and Safety (BH&S) Committee, is formed in compliance with the [Occupational Health and Safety Act](#) and [Regulations](#) and Memorial University's [Health and Safety policy](#). The committee oversees health and safety issues in the building, and members act as safety champions in the community.

1.1 Purpose of the Building OH&S Committee

The BH&S committee is an advisory group that oversees OH&S initiatives within the S. J. Carew building. In this context, OH&S relates to health and safety for all activities undertaken in and around the building facilities. It relates to the activities of faculty, staff, students, researchers, volunteers, and visitors, as well as to the protection of the environment.

The BH&S Committee is not intended to be involved in day-to-day activities or decision-making. Instead, it is meant to ensure that day-to-day practices and decisions are modeled after best practices and at, or above, industry norms. Notwithstanding this, safety issues that are not resolved through standard practices will be brought to the committee to ensure that appropriate practices are put in place and that follow-up is timely and satisfactory.

The overall aim is to encourage a positive OH&S culture where all individuals take responsibility for their own health and safety as well as the health and safety of others.

In summary, the BH&S committee will:

- Develop and implement a strategy to enhance the safety culture within the S. J. Carew Building.
- Facilitate open communication and follow-up on issues related to OH&S.
- Monitor the S. J. Carew Building progress on OH&S with a view to continuous improvement.

1.2 Mandate

The mandate of the BH&S committee is to:

1. Develop strategies and action plans to enhance a culture of safety for all faculty, staff, students and visitors.
2. Review and provide recommendations to the Dean, FEAS, on OH&S issues related to policies, regulations, procedures and guidelines governing operations within the S. J. Carew Building (i.e., the OH&S program).

3. Review reports of all inspections, incidents, unusual occurrences and other relevant OH&S materials brought to the committee's attention. The committee will then make any recommendations deemed appropriate based on the information gathered.
4. Report regularly to the FEAS Faculty Council and provide an annual report to the Dean.

1.3 Schedule

The BH&S committee will meet at least once every 90 days as required by the OH&S Act and Regulations.

1.4 Training Requirements

All members of the BH&S committee will receive Occupational Health and Safety Committee Training (WHSCC Approved) within three months of becoming a new member of the BH&S committee. Members are required to renew this certification before the expiry date indicated on the certificate.

2. Committee Structure

As the largest occupant group in the S.J. Carew building, the Faculty of Engineering and Applied Science (FEAS) establish and maintain the BH&S committee.

2.1 Membership

Where possible, the BH&S committee is comprised of ten members, as follows:

- Group 1: Worker members (up to 8 in total)
 - Chair of the FEAS Laboratory Safety Committee.
 - Up to seven (7) other Worker members representing a broad range of the occupancy groups in the S.J. Carew building:
 - FEAS Faculty or ASM-CE
 - Department of Computer Science Faculty and staff
 - Administrative and support staff
 - Technical Services
 - Facilities Management
- Group 2: Employer members (2 in total)
 - One (1) Associate Dean from FEAS.
 - One (1) FEAS Senior Administration Officer.
- Secretary (a non-voting resource person)

Worker members are elected for a term of three years by their representative groups. Where possible member terms should be staggered to ensure continuity of knowledge. Employer members are appointed by the Dean, FEAS.

2.1.1 Membership Structure Review

The membership structure of the BH&S committee will be reviewed by the committee every three (3) years and adjusted if the number of workers and/or balance at the workplace significantly changes.

2.2 Co-chairs

The BH&S committee is jointly led by two co-chairs, one from each of the employer and the non-worker groups, as elected annually by the committee members from the respective groups. The co-chairs alternate chairing committee meetings and are responsible for the overall guidance of the BH&S committee.

2.3 Quorum

A quorum of the committee shall consist of one-half of its membership, provided that both employer and worker members are represented and that worker members present are at least equal in number to the employer members present. Meetings will take place only if a quorum is present. If there is not a quorum at a BH&S committee meeting, the meeting will be rescheduled as soon as possible after the regularly scheduled time.