

# **Faculty of Engineering and Applied Science Occupational Health and Safety Committee Terms of Reference**



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# **1. Introduction:**

This document contains the Faculty of Engineering and Applied Science's (FEAS) Occupational Health and Safety (OH&S) committee terms of reference. These terms have been developed to address the issue of safety broadly across the Faculty's work environment. In particular, this involves fostering a safety culture throughout the engineering programs and every aspect of FEAS operations.

The committee is responsible overseeing the Faculty's OH&S program and ensuring that there is open and accessible communications around safety issues. The committee will operate based on the provincial guidelines for OH&S committees in NL.

## **1.1 Purpose of the OH&S Committee:**

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

The OH&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 which 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 OH&S committee will:

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

## **1.2 Mandate:**

The OH&S committee will have the following mandate:

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 on OH&S issues related to policies, regulations, procedures and guidelines governing operations within FEAS facilities (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 Faculty Council and provide an annual report to the Dean.

## **1.3 Training Requirements:**

All members of the OH&S committee will receive OH&S certification training. All members of the OH&S committee will attend certification training within three months of becoming a new member of the OH&S committee.

### **1.3.1 Orientation:**

All committee members will receive the following orientation within 2 weeks of becoming a member:

1. The functions of the OH&S committee.
2. Relevant OH&S legislation.
3. The FEAS OH&S program.

## **2. Committee Structure:**

The Faculty of Engineering will establish and shall maintain an Occupational Health and Safety committee comprising of members of the Faculty of Engineering community who, as a group, are knowledgeable in the safe operations of all aspects of the Faculty's operations. This section of the document details the committee's structure, outlines the membership and identifies the membership duties. The committee membership shall be reviewed every four years to ensure reasonable representation across all activities of the Faculty.

## **2.1 Membership:**

Within the Faculty of Engineering and Applied Science, there are over of 100 employees under many distinct groups. To successfully represent the diverse groups, the OH&S committee consists of nine (9) members. In summary:

- Group 1: Non-management (6 in total)
  - There shall be two (2) Faculty members (from different disciplines).
  - There shall be one (1) member from all staff excluding the engineering technologists who support lab activities.
  - There shall be one (1) member from all technologists who support lab activities.
  - There shall be one (1) member representing graduate students
  - There shall be one (1) member representing undergraduate students (two undergraduate students alternating between academic terms).
- Group 2: Management (2 in total)
  - There shall be one (1) Associate Dean
  - The Manager of Finance and Administration: (1)
- Secretary (a non-voting resource person)

The “make up” of the OH&S committee will be reviewed every four years and adjusted if the number of workers and/or balance at the workplace significantly changes.

The leadership will consist of two Co-Chairs who will be elected annually by the members of each group respectively.

There will also be a Secretary to the OH&S Committee (non-voting). This will normally be the FEAS Laboratory Manager.

## **2.2 Duties of Co-chairs:**

The Faculty’s OH&S committee’s two Co-Chairs will take turns chairing committee meetings. They will perform the following duties:

1. Schedule meetings and ensure distribution of the agenda in advance.
2. Encourage participation of all members.
3. Involve members in problem solving and decision making.
4. Send recommendations, with supporting documents, to the Dean.
5. Assign members of the OH&S committee to follow up on recommendations.
6. Guide the committee through regular review of accident/incident (A/I) statistics.
7. Invite special guests to attend meetings when appropriate.
8. Review, edit and sign minutes.
9. Ensure minutes are distributed appropriately by Secretary.
10. Take part in review of work refusals where appropriate.
11. Other duties appropriate to monitoring the OH&S program at the workplace.
12. Ensure that members are notified of any postponed meetings and notified of the new time, date and place of rescheduled meetings.

## **2.3 Duties of the OH&S Committee Secretary:**

The secretary will be responsible for providing support to the Faculty's OH&S committee. This position will normally be held by the FEAS Laboratory Manager and as such will be considered a resource to facilitate the committee's business.

The secretary will perform the following duties:

1. Maintain accurate records of OH&S documents including:
  - a. workplace inspection reports,
  - b. accident/investigation reports,
  - c. workers' concerns about OH&S,
  - d. hazard recognition, evaluation and control reports,
  - e. documentation of employer's response to recommendations, work refusal reports and
  - f. all other reports relating of the OH&S program.
2. Prepare the agenda developed by the co-chairs.
3. Distribute the agenda to OH&S committee members a week before the meeting.
4. Take minutes of OH&S committee meetings.
5. Ensure minutes are reviewed and signed by co-chairs.
6. Distribute the minutes within one week of the OH&S committee meeting and post the minutes on the OH&S bulletin boards.
7. Prepare and distribute other correspondence as required by the committee.

If the secretary is not available to take minutes, the active co-chair will delegate a member of the OH&S committee to take the minutes and forward them to the secretary for processing.

## **2.4 Membership Duration:**

The length of time that an OH&S committee member shall serve on the Faculty's safety committee is as follows:

1. Maximum of three consecutive years for employee members.
2. Co-Chairs are elected each year.
3. Undergraduate Representative alternating between academic terms and renewed each year.
4. Graduate Student representative renewed every two years.

The committee's membership renewal will be staggered to ensure continuity of knowledge.

### **3. Committee Functions:**

The following section of the OH&S terms of reference document highlights the committee functions. These are summarized below:

#### **3.1 Communication:**

Part of the OH&S committee function is to communicate health and safety information within the workplace. Providing effective communication is essential to the success of the program.

#### **3.2 Education and Training:**

The OH&S committee, as part of their mandate, must ensure that all individuals are familiar with safe work practices and procedures. The diversity of the Faculty necessitates that all individuals will receive generalized training and will receive specialized training on a per case basis.

#### **3.3 Responsibilities of OH&S Committee Members:**

The following list outlines the general scope of responsibilities that the Faculty's OH&S committee members shall operate under:

1. Attend committee meetings.
2. Monitor the elements of the OH&S program in the workplace.
3. Promote activities that reflect a healthy and safe culture in the workplace.
4. Bring forward any concerns from other individuals.
5. Lead by example by following safe work practices and procedures.
6. Participate in making recommendations.
7. Follow up on recommendations as required.
8. Participate in workplace inspections.
9. Participate in accident/incident and/or work refusal investigations.
10. Review OH&S documents such as workplace inspection reports, accident/incident investigation reports, the Commission's quarterly injury notification reports, safe work practices and procedures, etc.

#### **3.4 Monitoring the OH&S Program:**

The OH&S committee will continually monitor the OH&S program in a formal manner and on an ongoing basis and communicate its status to the Dean. The OH&S committee may use section 4 of the OH&S Regulations as the minimum standard and the best practices developed in the workplace by which to review the effectiveness of the OH&S program.

### **3.5 Recommendations:**

During the Faculty's OH&S committee meetings, any decisions regarding recommendations for corrective action are to be reached through consensus. When making decisions, the following process will be followed:

1. Identify the OH&S issue.
2. Review supporting information.
3. Generate alternate solutions.
4. Decide upon recommendation.
5. Forward recommendation(s) to appropriate person (include all supporting information).

All recommendations will include the rationale for the recommendation and be in writing and dated.

### **3.6 Follow-up of Recommendation:**

Members of the Faculty's OH&S committee will be assigned and given responsibility for following up on recommendations for corrective action. Items should stay on the agenda until such time as the recommendations are implemented and checked for effectiveness. All follow up on recommendations should be documented and should include a completion date.

## **4. MEETINGS**

### **4.1 Schedule:**

The Faculty's OH&S committee will meet at least four times per year, once in each calendar quarter.

### **4.2 Agenda:**

The agenda will be prepared by the Secretary on the advice of the co-chairs. The co-chairs will ensure the OH&S committee members and other staff are asked for their OH&S concerns. The Secretary, upon direction from the co-chairs, will ensure the agenda is distributed to OH&S committee members at least one week prior to meetings.

### **4.3 Quorum:**

The Faculty's OH&S committee considers a quorum to exist when at least one management member and at least three non-management members are present at an OH&S committee meeting. Meetings will take place only if a quorum is present. If there is not a quorum at an OH&S committee meeting, the meeting will be rescheduled as soon as possible after the regularly scheduled time.