

# **TERMS OF REFERENCE**

**DRINKING WATER SUB-COMMITTEE  
OF THE UNIVERSITY HEALTH AND SAFETY COMMITTEE  
MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

DECEMBER 2016





## Drinking Water Sub-Committee of UHSC

### Terms of Reference

#### 1. PURPOSE

The purpose of the committee is to provide guidance to the University Health and Safety Committee on the evaluation of drinking water quality and the ongoing provision of wholesome drinking water at Memorial.

#### 2. ACCOUNTABILITY

A written report will be presented to the University Health and Safety Committee on an annual basis. In addition, there shall be a discussion of the report at the UHSC and subsequently the report shall be made available via posting on an appropriate website to the university community.

#### 3. CHAIR

The committee shall be chaired by a member of the University Health and Safety Committee.

#### 4. MEMBERSHIP

The membership of the committee shall include:

- the mechanical systems supervisor, Facilities Management
- at least one representative of the University Health and Safety Committee
- at least one faculty or staff member who is familiar with relevant subject matter
- the industrial hygienist, OCRO (Environmental Health and Safety)
- Other individuals may be consulted by the committee as necessary.

##### 4.1 NEW MEMBERS

- New members may be added to the committee, as required, at the direction of the UHSC following a recommendation from the sub-committee to the UHSC or vice versa.
- New members shall be provided with a copy of the terms of reference by the Chair.
- New members shall be provided with a copy of the minutes from the previous three (3) meetings of the committee.

#### 5. QUORUM

Quorum shall be 50 per cent of the membership.

#### 6. MEETINGS

Meetings shall be held at least quarterly. Other meetings may be held by request of any member of the sub-committee, at the behest of the UHSC, or in the event of the return of results on water quality that



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do not meet the requirements of the Guidelines for Canadian Drinking Water Quality. Meetings shall be held using Robert's Rules of Order.

#### 7. AGENDA

Meeting agendas shall be prepared by the Chair and the industrial hygienist, Environmental Health and Safety and distributed to the membership not less than three (3) days prior to the meeting. The Chair shall seek input on the agenda from the members.

#### 8. MINUTES

- Minutes of the meetings shall be recorded at each meeting by alternating members of the committee.
- Minutes shall note attendance, decisions made, action items, deadlines, assignment of responsibility for action items and delivery dates.
- Minutes shall be distributed to the membership not more than two (2) weeks after the meeting.
- Minutes shall be approved at the opening of the next meeting.

#### 9. ANNUAL REVIEW

The sub-committee shall review the activities and function of the sub-committee annually. The Chair shall propose any changes that are required to achieve the purpose of the sub-committee to the UHSC for consideration.