

University Health and Safety Committee (UHSC)

Terms of Reference

1.0 Purpose (roles and responsibilities)

The purpose of this advisory committee is to provide oversight and development of a university wide health and safety management system.

Specifically, this committee will:

- 1.1** Inform and advise the President on matters relating to Health and Safety.
- 1.2** Review the overall health and safety performance of the University based on input from Memorial's Workplace Health and Safety Committee (WHSC) representatives and subcommittees.
- 1.3** Recommend to the Vice-President (Finance and Administration) policies and programs which are designed to promote the health, safety and well-being of students, faculty, and staff.
- 1.4** Review occupational health and safety matters as may, from time to time, come to its attention or be directed to it, and formulate recommendations for action to the appropriate department.
- 1.5** Promote health and safety awareness to the university community.
- 1.6** Establish and promote health and safety educational programs for members of the university community and identify resources and make recommendations for improvement in health and safety training.
- 1.7** Review and make recommendations concerning any health and safety reports, quarterly summaries of Memorial incidents and other reports as may be submitted.

2.0 Membership of the University Health and Safety Committee

The University has established and shall maintain a committee comprising of members of the University community, representatives of employee and student groups. The membership will consist of equal numbers of employee/student and management members. A voting member can send an alternate in their absence.

The UHSC shall consist of:

- 1 from CUPE (representing all locals)
- 1 from NAPE (representing all locals)
- 1 from MUNFA (co-chair)
- 1 from LUMUN (representing all locals)
- 1 from TAUMUN
- 1 from Biosafety Committee
- 1 from University Radiation & Safety Committee
- 1 from MUNSU
- 1 from GSU
- Senior administration
- Senior executive VPFA (co-chair)
- Marine Institute
- Grenfell Campus
- Labrador Campus
- Human Resources
- Student Services
- Facilities Management
- Campus Enforcement and Patrol

Ex-Officio (non-voting)

- Communications
 - Director EHS
- Recording Secretary

3.0 Roles and Responsibilities

3.1 Co-Chairs

The Co-chairs shall:

- be appointed by their respective group.
- alternate chairing of meetings and work with the recording secretary to plan the meeting agenda and prepare meeting minutes.
- be entitled to participate as a member of the committee in discussion, decisions, and recommendations.
- appoint one member of the committee to act on his or her behalf in their absence.
- appoint members of the committee to act on issues and report back to the Co-chair and the committee.

3.2 Recording Secretary

The Recording Secretary:

- a. is not a member of the committee.
- b. shall be responsible for recording the minutes of the meetings and for issuing notices of the meeting after consultation with the chair.
- c. shall distribute copies of the minutes to the committee members.
- d. shall prepare and distribute the agenda of the next meeting to the committee members.
- e. shall post approved minutes on the university website.

4.0 University Health and Safety Committee Meetings

1. Committee meetings shall be held four (4) times per year or at the joint call of the Co-chairs or at the request of three (3) or more members.
2. The quorum for the committee shall be one half of the voting members.
3. The meetings shall be governed by Robert's rules of Order.