The committee shall be known as the insert name of committee Workplace Health and Safety Committee for Memorial University.

**Purpose of the committee**

It is an advisory committee made up of worker and employer representatives whose objective is to work together in a cooperative and respectful manner. The committee will promote Memorial’s health and safety management system, promote compliance with health and safety regulations, identify workplace hazards and assist with the resolution of health and safety concerns.

**Committee Membership**

The committee shall consist of between 2 and 12 members. The following units may be represented: (list units)

* Office of
* Department of
* Department of
* Facilities Management (Custodial)
* Designated Authority for the workplace
* Union representative
* Environmental Health and Safety representative will attend and support the committee as a non-voting member

Terms will be a minimum of two (2) years.

Committee members will be required to attend 75% of the yearly meetings to remain an active member.

In order to achieve 100% attendance, alternates will be permitted. Alternates must participate in certification training.

If a co-chair is unable to attend a meeting, a member of the committee will be asked to take the chair for that meeting. A worker member will replace the worker co-chair or a management member will replace the management co-chair. If both co-chairs are unable to attend, the meeting will be rescheduled.

**Training**

All committee members, including alternates, must participate in and maintain their OHS committee training certification as per the NL Occupational Health and Safety legislation. New members who require committee training must register and participate in the next available training session. In-class training is offered by Environmental Health and Safety quarterly. Re-certification training can be completed in class or on-line as per legislation.

Training records for committee members and alternates must be maintained by the committee, including certification numbers.

**Functions of the committee**

* Make recommendations for the establishment and enforcement of health and safety policies, procedures and guidelines.
* Participate in the identification of health and safety hazards in the workplace and recommend control measures.
* Obtain from the employer and other sources, as necessary, information regarding the identification of existing or potential hazards to health and safety at the workplace.
* Advise on and promote the health and safety management system for the education and information of the employer and workers.
* Receive, consider, and, where necessary, investigate complaints respecting health and safety of workers, and, where necessary, make recommendations to the employer.
* Maintain records regarding the complaints received and the resolution of those complaints.
* Where applicable, review the information resulting from monitoring and measuring procedures, and, where necessary, make recommendations to the employer.
* Participate in annual workplace health and safety inspections.
* Actively participate in quarterly committee meetings.
* Co-operate with officials i.e. officer who is exercising their duties under the NL OHS Act

**Records**

* The committee shall keep accurate records of all matters that come before it. Meeting minutes will be recorded on WorkplaceNL’s prescribed form and uploaded into their Connect system within two weeks of the meeting date.

**Meetings**

* Meetings must have a recording secretary.
* Meetings will be held quarterly i.e. at least once every three (3) months This means a meeting will be held once January – March, April – June, July – September and October – December.
* Meetings will be held during regular working hours.
* Annual meeting dates will be scheduled at the committee’s first quarterly meeting for the year.
* Special meetings, if required, will be held at the call of the co-chairs.

**Quorum**

Meetings must meet quorum i.e. at least one-half of the WHS committee members are present, provided that both employer and worker members are represented and management doesn’t exceed worker representation.

**Agendas and minutes**

* An agenda will be prepared by the secretary in consultation with the co-chair(s) and distributed prior to the meeting.
* All items raised on the agenda and in meetings will be dealt with on the basis of consensus.
* All items will be reported in the minutes. Unresolved items will continue to be reported in the

minutes and placed on the agenda until such time as they are considered complete.

* Minutes will be prepared as soon as possible after the meeting, circulated to committee members, posted in a prominent location within the workplace, and uploaded into WORKPLACE NL Connect.

**Roles and Responsibilities**

Committee members will elect co-chairs and a secretary from its membership.

* Employer representatives will select an employer co-chair.
* Worker representatives will select a worker co-chair.
* All membership will participate in the selection of a secretary.

**Co-chairs shall:**

* Review previous minutes and material prior to the meetings.
* Ensure the meeting is conducted in a controlled and respectful manner.
* Ensure the maintenance of an unbiased viewpoint.
* Arrange for guests to attend as agreed upon by the committee.
* Co-ordinate the completion of annual workplace health and safety inspections.
* Comply with the committee’s terms of reference.

**Secretary shall:**

* Arrange meeting location.
* Notify members of the meeting.
* Prepare the agenda with input from the co-chairs.
* Prepare minutes with input from the co-chairs.
* Circulate meeting minutes to committee members, ensure minutes are posted in a prominent location within the workplace and/or electronically, and upload into WORKPLACENL Connect.
* Maintain all records associated with committee activities.

**Amendments**

The committee shall review, sign and date the terms of reference at least every three years or when the terms are amended, whichever date is first. Amendments must be approved by the majority of the committee.

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| Employer Co-Chair: Print |  | Date: |  |
| Signature |  |  |  |
|  |  |  |  |
| Worker Co-Chair: Print |  | Date: |  |
| Signature |  |  |  |