Chemistry-Physics Building Occupational Health and Safety Committee  
Terms of Reference

1. Name of health and safety committee  
   Occupational Health and Safety Committee for Memorial University’s Chemistry-Physics Building

2. Constituency  
   - Office of the Dean of Science  
   - Department of Chemistry  
   - Department of Physics and Physical Oceanography  
   - CREAT (C-CART)  
   - Technical Services  
   - Facilities Management (Custodial)

3. Purpose of the committee  
   It is a joint committee made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve health and safety problems in support of a planned occupational health and safety program in the place of employment.

4. Functions of the committee  
   - Make recommendations for the establishment and enforcement of health and safety policies and practices.  
   - Participate in the identification of dangers to health and safety in places of employment, and recommend means of controlling the hazards.  
   - Obtain information from the employer and from other sources as necessary regarding the identification of existing or potential dangers to health and safety at the place of employment.  
   - Advise on and promote occupational health and safety programs for the education and information of the employer and workers.  
   - Receive, consider, and, where necessary, investigate complaints respecting health and safety of workers at the place of employment, 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 inspections at places of employment concerning health and safety of workers.  
   - Perform any other duties that an OH&S officer may assign to a committee.

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5. Records
   • The committee will keep accurate records of all matters that come before it.

6. Meetings
   • The committee will meet quarterly, at a date to be decided in the preceding quarter.
   • Special meetings, if required, will be held at the call of the chairpersons.
   • A quorum shall consist of a majority of members.
   • The committee will add procedures it considers necessary for the meetings.

7. Agendas and minutes
   • An agenda will be prepared by the secretary under the direction of the chairpersons and distributed to members prior to the meeting.
   • Minutes will be prepared as soon as possible after the meeting and will be made available to the OH&S committee, employer, workers, and the Commission.

8. Composition of the committee
   • The committee shall consist of 11 members. It may consist of up to 12 members.
   • An alternate worker member may be invited to attend meetings to help meet quorum. If all worker members are present, the alternate will be considered as a non-voting guest.
   • One worker co-chairperson will be selected by the worker representatives on the committee.
   • One management co-chairperson will be selected by the management representatives on the committee.
   • Committee composition and performance will be evaluated on a yearly basis, during the winter meeting of the committee. This evaluation will consist of a discussion of the criteria outlined in Chapter 3, Section 10 of the Occupational Health and Safety Committees/Worker Health and Safety Representatives Reference Guide.
   • Pursuant to the above items, co-chairs will be selected each year. There is no limit on the number of consecutive terms that a chair can serve, if selected by the committee.

9. Committee officers
   • The committee shall select two co-chairpersons and secretary from its membership. Alternatively, as prescribed by the WHSCC Reference Guide, a non-voting secretary may be assigned from the employer.
   • The chairperson shall:
     i. Control the meetings
     ii. Ensure the maintenance of an unbiased viewpoint
     iii. Arrange the agendas
     iv. Review previous minutes and material prior to the meetings

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v. 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.

- Secretary’s duties will include
  i. Arrangement of the meeting place.
  ii. Notification of meetings to members
  iii. Agenda preparation
  iv. Minutes preparation
  v. Forwarding a copy of the minutes to the employer for distribution
  vi. All correspondence

10. Amendments
- These terms of reference may be amended by majority vote of the committee members.