

Faculty of  
Science  
Health and  
Safety  
Committee

October 25

2012

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Terms of  
Reference

## **Preamble**

The *Occupational Health and Safety Act* is built upon the principle that employees and employers must act together to ensure a healthy and safe workplace. To support this goal, the employer is responsible for establishing and maintaining a Joint Health and Safety Committee (JHSC) at the workplace.

The Faculty of Science has developed its own Health and Safety Committee to work in conjunction with the university JHSC and has adopted these Terms of Reference to guide its operations.

The committee may review and revise these Terms of Reference at any time as deemed necessary to facilitate the ongoing effective functioning of the committee.

## **1.0 Composition of the Committee**

### **Member Selection**

1.1 Only Faculty of Science employees may serve as members of the committee.

1.2 Membership will include one employee from each academic unit or institute as well as one member from the Office of the Dean of Science. Members will be selected by their respective Chairs and Directors, and be chosen such that the concerns from each building within the authority of the Dean of Science is also represented. A list of current members of the committee will be posted in each building.

### **Chair**

1.3 There will be a chair of the committee, selected by the Dean of Science.

### **Resources**

1.4 The Assistant Director, Environmental Health and Safety (or designate) and the Assistant Director, Maintenance Services (or designate) will be available as resources to the committee. Said parties will attend meetings but will not serve as committee members. A recording secretary will be provided by the Office of the Dean of Science.

### **Guests**

1.5 Additional persons may attend committee meetings as guests with the approval of the chair. These additional persons may not participate in the regular business of the meetings.

## **2.0 Functions of the Committee**

### **General**

2.1 The committee has the following principal functions with respect to health and safety within the Faculty of Science:

- To identify, assess, and make recommendations to the Dean regarding all workplace health and safety issues and policies.
- To be consulted about and provide input into workplace health and safety programs.
- To deal with any workplace health and safety matter as appropriate.

### **Inspections**

2.2 The university JHSC conducts workplace inspections on an annual basis. The reports provided to the departments as a result of the JHSC inspections, should be discussed and followed up. Each member of the committee should follow up on the inspection report for each of their respective academic units.

2.3 All unresolved health and safety concerns shall be brought forward to the next committee meeting and followed up with the committee members representing each academic unit.

2.4 The committee will review the written responses outlining corrective action taken or planned.

2.5 The committee can request a chair/director of a department/school to come to a meeting to provide a verbal response regarding an unresolved health and safety matter in that academic unit.

2.6 Additional workplace safety inspections will take place in specific Science Faculty spaces as indicated by risk assessment. Reports from these additional inspections will be kept in the Faculty of Science, reviewed as noted above and shared with JHSC as required.

### **Accident Investigations**

2.7 It is the responsibility of the university JHSC to investigate cases where a worker is killed or critically injured at the workplace from any cause. Results of these accident investigations will be made available to the Faculty of Science Health and Safety Committee and should be followed up on.

### **Ministry of Labour Inspections**

2.8 The committee will plan for pre-inspections and follow up inspections regarding a Ministry of Labour visit.

## **Industrial Hygiene and Other Workplace Testing**

2.9 The committee will support the university JHSC about the testing of any equipment, machine, device, article, thing, material or biological, chemical or physical agent for the purpose of workplace health and safety.

## **3.0 Providing Information to the Committee**

3.1 The committee shall be notified of events including work refusals, critical injuries, industrial hygiene and other testing, and Ministry of Labour inspections, all specific to the Faculty of Science. Such notifications shall be provided by the Manager, Environmental Health and Safety or designate.

3.2 Members of the Faculty of Science Health and Safety Committee who also serve on the Carleton University JHSC will provide a report from JHSC meetings and proceedings. This will include bringing accident and other safety statistics to the next Science Health and Safety Committee meeting for review.

## **4.0 Meetings**

### **Frequency**

4.1 Meetings will be scheduled four times per year. An effort will be made to schedule the meetings before the JHSC meetings in order to address questions or issues more efficiently. The chair will approve any changes to the meeting schedule.

4.2 The chair may call additional meetings to consider urgent matters.

### **Quorum**

4.3 Meetings must have a quorum of 50% of committee members present.

4.4 If for any reason quorum is not met, the chair will ensure that a meeting of the committee is rescheduled as soon as possible

### **Agenda**

4.5 The agenda will be set by the chair and distributed one week in advance of the meeting.

4.6 Members may add items to the agenda as new business at the meeting, with the agreement of the chair. If no agreement, the item will be deferred to the next meeting.

## **Minutes**

4.7 Minutes will be reviewed and approved by the chair and distributed and posted within two weeks of the meeting.

4.8 For issues to be resolved, minutes will include a description of the issue, the committee's recommendation, the name of the person in charge and the action to be taken.

## **5.0 Recommendations**

5.1 Committee recommendations shall be made by the chair to the Dean of Science and if necessary to the university JHSC.

5.2 The Dean of Science may respond or may designate another Associate Dean to respond to the recommendation. In any case, a response must be provided to the committee by the next committee meeting.

5.3 All recommendations and responses shall be in writing.

## **6.0 Member Responsibilities**

6.1 Members shall attend committee meetings regularly. Members who are unable to attend a particular meeting must inform the chair and attempt to find an alternate.

6.2 Members shall verify the factual basis of all unresolved occupational health and safety concerns brought to their attention prior to bringing the concerns to the committee.

6.3 Members shall adhere to rules of confidentiality, except where disclosure of information is specifically required by legislation.

## **7.0 Terms of Office**

### **Members**

7.1 The term for members shall be five years.

7.2 At the completion of any term, members may be reappointed for an additional term.

### **Chair**

7.3 Members may serve as chair for a term of two years and may be reappointed for an additional term.

## **8.0 Administrative and Financial Support**

8.1 The office of the Dean of Science will provide all administrative services for the committee including room bookings, preparing and distributing agendas and minutes, submitting reports, posting information in the faculty website other items that may arise.

8.2 The committee will present in every fiscal year a budget to the Dean regarding urgent issues that need to be addressed for the next fiscal year budget.

## **9.0 Other**

9.1 It is agreed that all workers are to be encouraged to report any health and safety concerns to their immediate supervisor prior to bringing it to the committee.