



## **HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE**

### **PURPOSE:**

The joint work site Health and Safety Committee (HSC) is vital to the internal responsibility system ensuring everyone is aware of their roles and responsibilities in developing and maintaining a healthy and safe workplace. The internal responsibility system (IRS) represents the collective contributions of constituency groups and employer representatives. HSC's role is to advise and assist senior management on their managerial responsibilities related to health and safety at Red Deer College (RDC) to prevent workplace injuries and illnesses.

### **MANDATE:**

The mandate for the HSC is established by RDC management as an advising authority. HSC was formed to comply with the *Occupational Health & Safety Act*, Regulations and Code.

### **RELATIONSHIP TO OTHER COMMITTEES:**

The HSC advises and assists other committees, such as Service Council, Dean's Council and/or Academic Council, on related to health & safety requirements.

### **COMPOSITION:**

The HSC must have at least four members and at least half of them represent the workers. The worker representatives are selected by each constituency group (FARDC, AUPE and CUPE) and RDC appoints the management representatives.

The HSC must have two co-chair persons. One co-chair is chosen by the management members on the Committee. The other co-chair is chosen by collective decision of the all the constituency groups. The co-chairs shall alternate in serving as chair at meetings of the HSC and shall participate in all decisions of the Committee.

RDC main campus and the Donald School of Business employ more than 20 employees, so a HSC is established for each site.

HSC members may hold the position for a term of not less than one year, and may continue to serve until their successors are selected or appointed. FARDC, AUPE and CUPE specifies a term of office for the worker members of the HSC Committee. There is no limit to the number of terms a person may serve. The names and contact information of the HS representatives for each school and division are posted conspicuously on campus.

## **ACCOUNTABILITY:**

The HSC is responsible to executive management that includes the President, Vice-Presidents and Executive Director, Board and Corporate Relations.

## **REPORTING:**

The HSC is responsible for:

- Reporting bi-annually to executive management on its initiatives and activities. This report is directed to the Vice President, Corporate who presents that information to executive management;
- Providing the Senior Administration Team with approved meeting minutes; and
- Elevating any safety issues and recommendations made by the HSC to the appropriate senior management member(s) for resolution. The Committee will make recommendations to the senior manager to improve the health and safety of employees and follow up on the status of the recommendations including improvements pertaining to:
  - health and safety in the workplace
  - response to incidents/injuries in the workplace
  - workplace inspections or review of school/division workplace programs

## **RESPONSIBILITY:**

The co-chairs are responsible for the terms of reference, ensuring appointment of members and the operation of the HSC.

## **ADMINISTRATIVE SUPPORT:**

The office of Health, Safety and Wellness provides administrative support for the HSC on main campus. The Donald School of Business provides administrative support for the HSC at this site.

Administrative support includes completing and maintaining the HSC stats and minutes including administrative meeting information and details of issues and recommendations that were made<sup>[KB1]</sup>.

## **OPERATING PROCEDURES:**

### **1. HSC Role**

The role of the HSC members is to:

- bring forward safety concerns
- participate in health and safety discussions
- participate in resolving health and safety complaints
- recommend remedial action
- review the summary incident reports and stats

- carry out work site inspections
- ask coworkers to provide information about work site hazards
- conduct incident investigations in respective areas
- participate in serious injury and incident investigations
- participate in resolving work refusals
- monitor compliance with laws
- contribute to the development, implementation, monitoring and improvement of health and safety programs
- promote and support safety initiatives
- attend required safety courses.

It is the authority of the manager/supervisor to ensure correcting unsafe acts or shutting down an unsafe operation.

## **2. Co-chairs**

The HSC co-chairs co-facilitate meetings by:

- taking a leadership role in guiding HSC discussions towards definite conclusions
- ensuring the meetings start and end on time and are conducted in accordance with the established agenda and process
- striving to achieve consensus
- reviewing previous minutes and materials prior to each meeting
- preparing and distributing meeting agenda and materials
- posting approved meeting materials on the Loop within 7 days after the meeting
- report relevant safety issues to Senior Managers
  - Senior Managers must provide a written response within thirty (30) days
    - responses shall contain a timetable for implementation of acceptable recommendations or give reasons for not accepting recommendations
- review responses to written recommendations

## **3. Committee members**

HSC members are to:

- attend all HSC meetings and, when unable to attend ensure all relevant correspondence and documents are reviewed and that any assigned tasks are acknowledged and assign the alternate to attend
- participate and contribute to the team by representing employees in their respective area of the organization
- prior to the meetings review meeting materials
- seek input from staff regarding the programs, gaps issues, and questions

#### **4. Workplace inspections**

The HSC develops a workplace inspection schedule ensuring that the entire institution is inspected at least annually. This schedule is distributed to the HSC and the managers of the areas being inspected, as well as posted on the Loop. Where practical, the assigned HSC member will conduct the inspection with the manager of the area. All health and safety concerns raised during the physical inspection are recorded on the Inspection Report form and reported to the HSC.

#### **5. Entitlements of HSC members**

One worker member of the HSC, and not necessarily the same member on each occasion, shall be afforded time from work to inspect the workplace as per the inspection schedule and fulfil HSC duties:

- pre-meeting preparation time
- time as is necessary, to attend meetings of the HSC
- time as is necessary, to carry out the members' functions and entitlements as outlined in OHS Act, Regulations and Code

#### **6. Accompany OHS Officer**

An OHS Officer may come to the college to follow up on a concern. A worker member of the HSC shall be afforded the opportunity to accompany an OHS Officer during an inspection of the workplace.

#### **7. Investigations and work refusals**

A worker member, designated by the worker members of HSC, shall be afforded the opportunity to investigate the circumstances where a worker from the workplace has been killed or seriously injured, and will report his or her findings to the HSC and to the Ministry of Labour.

A worker member shall be made available to be present at any inspection into a work refusal by a worker from the workplace and shall attend such inspection without delay.

#### **8. HSC Meetings**

HSC meetings shall be held at least quarterly. A schedule of meeting will be developed by the HSC co-chairs. A special meeting may be called by a co-chair, or when requested by an OHS Officer.

The HSC shall have a quorum of at least one half of the members if

- both worker and employer members are present and
- at least one half of those present are worker members
- HSC decisions and actions are not considered to be valid if quorum is not met

## **Guest(s)**

With the consent of the co-chairs, guest(s) may be invited to attend a HSC meeting, as a resource, to provide advice or expertise on specific items.

## **Agenda**

The co-chairs will jointly prepare an agenda and forward a copy of the agenda to all HSC members in advance of scheduled meetings.

Unresolved items raised from the agenda in meetings will be placed on the agenda for the next meeting.

## **Minutes**

All items raised in meetings will be reported in the minutes, along with information as to whether they were resolved or follow-up is required, briefly highlighting facts leading to recommendations and decisions.

Names of HSC members will not be used in the minutes except to record attendance, or to record the name of the committee member responsible for completing an identified action.

The minutes will be circulated within a few days of the meeting to all HSC members for approval. Approved minutes will be sent to the senior managers, as well as, posted on the Loop within seven days of the meeting and remain posted until the next meeting.

## **Record keeping**

The HSC shall maintain and keep all agenda and meeting minutes, completed workplace inspection reports, and workplace inspection schedule for review by an OHS Officer.

The HSC shall maintain and keep these Terms of Reference.

## **Dispute resolution**

If the HSC fails to reach consensus after trying in good faith about making recommendations to the employer, either co-chair of the HSC has the power to make unilateral written recommendations to the employer.

## **9. Training**

RDC shall ensure that HSC co-chairs and health and safety representatives receive training with respect to the duties and functions of a HSC. As per the legislation, time is allowed annually for committee training.

## Levels of authority:

### Levels of Authority for Decision Making:

**Decision authority:** The right to make a decision or create a policy without consultation with other individuals or groups.

**Principal authority:** The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

**Shared authority:** Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

**Recommending authority:** The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

**Advising authority:** The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.