

UCN Joint Safety & Health Committee

TERMS OF REFERENCE

Approved: January 28, 2009

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MANDATE

The objectives of the Workplace Safety & Health Committee include but are not limited to assisting employees to identify, record, examine, evaluate, and resolve health and safety concerns in the workplace. The Committee will also develop practical procedures and conditions to help achieve health and safety in the workplace as well as promote education and training programs to develop detailed knowledge of health and safety concerns and responsibilities in each individual workplace.

DUTIES

The Safety & Health Committee members will undertake the following activities within the area that they represent:

Policies and Procedures

- Review safety & health policies, procedures and programs, monitor effectiveness and make recommendations for their improvement; and
- Review and make recommendations concerning such safety & health matters as orders from the Workers' Compensation Board, monthly Safety Incident Reports and other reports as submitted for information

Communication

- Consider recommendations or suggestions from faculty, staff and students concerning safety & health issues, and address them where warranted; and
- Promote safety awareness

Worksite Inspections

- Review the inspection summary prepared by safety & health; and
- Participate in inspections conducted by regulatory agencies

Incident Investigations

- Review incident report summary prepared by Safety & Health, participate in incident investigations as required, and recommend corrective action.

Training

- Ensure safety training needs of committee members are reviewed and appropriate training is provided.

Safety Program Implementation

- Monitor and promote implementation of safety programs.

Administration

- Keep written minutes of the issues discussed and forward and copy to all committee members (including observers/resource people), co-chairs of local committees and the Manitoba Safety & Health Office.

COMMITTEE STRUCTURE

Committee Membership

To effectively represent different areas of UCN and promote a consistent safety culture, the committee may be made up of a representative from each of the following areas and a management appointed representative.

- Administration - Kathleen Leary
- Housekeeping - Carol Letendre
- Trades - Selvin Peter/Mike Williamson
- Nursing/Dental - Carol Reid
- Human Resources - Ron Castel
- Academic - Marilyn Meyer
- Residence/Student Services - Natalie Tavener
- Student Representative - Vacant
- Information Technology - Del Shand

Management representatives shall not outnumber worker representatives on the committee.

Term of Appointment

Committee members will sit on the committee for two years. Worker members will be voted on to the committee by their peers during the Manitoba Government Employees Union elections. Vacant positions will be filled by volunteers from the various composition areas of UCN.

Note: A minimum of sixteen hours training time per year will be made available to all Safety & Health Committee members.

Committee Co-Chairs

On the Workplace Safety & Health Committee there will be one Worker Co-Chair and one Management Co-Chair appointed by their peers on the committee of the whole for a term of two years. One co-chair will perform the duties for an additional year for continuity to the committee.

Note-Taker

The administration will supply clerical support to the committee, as required.

Subcommittees

Subcommittees can be established to review and make recommendations on particular safety issues, as required.

MEETING STRUCTURE & RECORDS

Meetings and Attendance

The committee will meet monthly on a designated day, except when the day occurs on a College closure day, in which case, the co-chairs will re-schedule the meeting to a date before or after the College closure.

When unable to attend meetings, committee members will notify the Co-Chairs of their absence and make the said Co-Chair aware of any issues that need to be addressed on their behalf. Attendance however, is a priority and supervisors of committee members will be advised that meeting attendance is a priority.

Quorum

Quorum at any meeting will be two thirds of the total voting membership. Quorum is to be based on the number of filled positions. Resource people do not form part of membership or quorum.

Voting

Only committee members have a vote on the committee. Resource people do not have a vote.

Agenda

The agenda for the upcoming meeting will be prepared and distributed to the committee members one week before the meeting.

Meeting Minutes

Draft meeting minutes will be circulated to the Province of Manitoba Safety & Health Division and committee members within five working days after the committee meets (e-mail attachment is acceptable). Revised committee minutes will be approved for wider distribution and posting at the following committee meeting. Approved minutes from the previous three meetings will be posted on the bulletin boards as well as Portal.

Records

The Workplace Safety & Health Committee is responsible for maintaining official copies of all committee records. Committee minutes will be kept for a minimum of two years after the meeting to which they relate. First Aid records will be kept for a minimum of ten years. Committee member, education and training records will be kept for a minimum of three years.

REPORTING STRUCTURE

Recommendations will be forwarded to the Vice-President Administration. If a written response is requested, the Vice-President Administration must respond within 30 days.

REVIEW PROCESS

Each year the Workplace Safety & Health Committee will meet to review the effectiveness of the local committee organizational structure, and recommend necessary changes to the Vice-President Administration.

APPENDIX A

Duties of Co-Chairs

Both Co-Chairs shall participate in the sharing of meetings

Co-Chairs shall:

- Notify members of meetings
- Prepare meeting agendas
- Prepare meeting minutes
- Arrange for correction, distribution and posting of meeting minutes
- Prepare recommendation(s) and forward to management, as outlined in the terms of reference
- Provide supervisors of elected committee members with an outline of members' duties
- Monitor attendance at meets and report attendance problems to management and/or labour groups
- Liaise with management and labour groups on issues relating to appointment of committee members
- Monitor sub-committee progress

Role of Committee Members

- Bring forward raised safety concerns
- Review the summary inspection report
- Review the summary incident report
- Participate in safety & health discussions
- Contribute to the development, implementation, monitoring and improvement of safety & health programs
- Attend safety courses for committee members
- Clarify regulatory requirements

Order of Business

- Review attendance
- Approval of meeting agenda
- Introduction of guests
- Approval of previous meeting minutes
- Old Business
- Review correspondence and reports
- Review work site inspection reports
- Review incident investigations
- Review Workplace Safety & Health programs, including training and education issues
- New Business
- Set time and place of next meeting
- Adjourn

APPENDIX B

Minimum Components for Workplace Safety & Health Committee Meeting Reports

1. Meeting minutes distribution list
2. Attendance list
3. Agenda items covered
4. Corrections and approval of previous meeting minutes
5. Old Business
6. New Business
7. Summary of inspection reports
8. Summary of inspection report from regulatory agencies
9. Summary of incident investigation reports
10. Summary of action items with person responsible for action
11. Reports submitted for review
12. Recommendations