



School of Population and Public Health

Health and Safety Committee Terms of Reference

1. Purpose	The purpose of the Health and Safety Committee is to consider and make recommendations to the Director of the School of Population and Public Health (SPPH), and the UBC Risk Management Services (RMS) on matters relating to a safe and healthy work environment for the School’s students, faculty and staff.
2. Reporting	The Health and Safety Committee is established under the direction and authority of RMS and reports to the said governing body.
3. Mandate and Duties	<ol style="list-style-type: none"> 1. Role of the Health and Safety Committee (as per RMS) is to: <ol style="list-style-type: none"> a. Participate in regular work site inspections and report any hazardous conditions found; b. Review written Health and Safety instructions and make recommendations for their improvement, particularly when new equipment or processes are introduced; c. Ensure that the unit’s health and safety manual is up to date, and made available to faculty, staff and students in SPPH; d. Participate in Incident/Accident Investigations; e. Review, and make recommendations concerning all reported accidents or incidents which may have occurred in their unit; f. Ensure that accidents have been investigated and reported to the RMS; g. Accompany WorkSafeBC officers on inspection tours as required by the regulations; h. Review and make recommendations concerning inspection reports from WorkSafeBC; i. Consider recommendations or suggestions from staff concerning health and safety issues and endorse them where warranted; j. Co-ordinate activities with the local Fire Director and cooperate with him or her to promote fire safety; k. Include, in all its activities, consideration of conditions or circumstances that may affect the personal security of students, faculty or staff; l. Conduct reviews of the health, safety and personal security programs in their units; m. Establish Sub-Committees and ad hoc Task Forces as it deems necessary; n. Lead health promotion initiatives for faculty, staff and students; and o. Conduct workstation ergonomic assessments



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	<ol style="list-style-type: none">2. Duties of Co-Chairs<ol style="list-style-type: none">a. Arrange for a time and place for meetings;b. Prepare and distribute agenda before the meetings;c. Review previous minutes and materials prior to each meeting;d. Report on the status of suggestions and recommendations; ande. Guide committee discussions towards definite conclusions.3. Duties of the Secretary<ol style="list-style-type: none">a. Prepare minutes of the meeting;b. Distribute the minutes; andc. Write reports and correspondence.4. <i>With the goal of</i><ol style="list-style-type: none">a. <i>Review its own Terms of Reference and report to the SPPH Safety Committee regarding any recommended changes; and</i>b. <i>Make recommendations to the SPPH Safety Committee.</i>5. The Health and Safety Committee is accountable to:<ol style="list-style-type: none">a. The RMS, to whom it reports
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<p>4. Membership</p>	<p>Membership of the Health and Safety Committee, each with one vote, shall include:</p> <ol style="list-style-type: none"> 1. Not fewer than four members who work in the area covered and are familiar with local operations. Committee members are designated as representing either the University (employer) or the Faculty and Staff (workers). Note, student workers are included as well. As required by WorkSafeBC regulations, employer representatives should not out-number worker representatives on the committee. Employer representatives are appointed by the appropriate Unit Head. 2. Worker representatives shall be elected or appointed by their peers. Efforts should be made to ensure all major work groups or areas are represented on each committee. Unit members may be appointed as employer representatives. 3. The secretary is elected by all committee members and can be either an employer or worker representative.
<p>5. Leadership</p>	<p>Two co-chairs are elected from the membership. One co-chair will represent the workers and will be elected by the faculty and staff members while the other co-chair will represent the University and will be elected by the employer representatives. The Co-chairs of the Committee shall be elected from amongst the members, by the members of the Committee for a term of one year, renewable by mutual agreement.</p>
<p>6. Operations</p>	<ol style="list-style-type: none"> 1. The Committee’s activities will be conducted according to Robert’s Rules of Order, 10th Edition. 2. The Committee will meet at least quarterly or as needed and should follow an agenda which contains the following topics (as per RMS): <ol style="list-style-type: none"> a. Roll Call or Attendance; b. Reading and acceptance of minutes of the last meeting; c. Report of actions taken as a result of items arising from the minutes; d. Reading of correspondence; e. Report of committee members who have conducted inspections; f. Inspection reports from WorkSafeBC officers; g. Reports of accident/incident investigations, causes and means of prevention; h. Recommendations for improvement in health and safety programs such as training needs, awareness programs, hazard



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	<p>communication, or specific hazard abatement actions;</p> <ul style="list-style-type: none"> i. Reports on health promotion initiatives; j. New business; k. Time and place of next meeting; and l. Adjournment. <p>3. Meetings will normally be no longer than 1 hour in duration, unless otherwise agreed by the members.</p> <p>4. A majority of members (50% plus one) will constitute a quorum for the Committee.</p>
7. Evaluation	<p>A full review of the Terms of Reference, deliberations and effectiveness of the Health and Safety Committee will be conducted on an annual basis by the Committee or its designated representatives, with the results of that review to be presented to the Committee for discussion and action.</p>
8. Recording	<ul style="list-style-type: none"> 1. Minutes will be recorded by the secretary and copies are distributed to: <ul style="list-style-type: none"> a. All committee members; b. The Senior Administrator and Human Resources Manager; and c. UBC Risk Management Services 2. Approved minutes will serve as the official record of the Committee’s deliberations. 3. Draft minutes for each meeting will be presented at the next subsequent meeting for approval of the Committee.
9. Document Control	<p>Drafted on November 16, 2012. Original approved by the SPPH Health & Safety Committee: January 8, 2013</p>