



Local Safety Team Terms of Reference

A) Name of Local Safety Team

The Team shall be known as the School of Population and Public Health (SPPH) Local Safety Team (LST).

B) Reporting Structure

This Team provides assistance to the Faculty of Medicine Joint Occupational Health and Safety Committee on local safety issues.

C) Background

The Workers Compensation Act (WC Act) requires that most Employers in the Province have a Joint Occupational Health and Safety Committee (JOHSC).

Due to the number of staff and workers at the University of British Columbia and the diversity of occupations and relative hazards, the University (Employer) has chosen to implement several JOHSCs in order to meet the requirements of the WC Act and the safety needs on and off Campus.

The JOHSCs will be implemented within all areas of the University. This JOHSC will be structured in accordance with the WC Act and will have Management and Worker representatives.

Each Department has a variety of work groups and workplaces within its portfolio which have a diverse set of functions and related hazard potential. It is felt that one JOHSC within the Department would be overwhelmed in this diverse workplace, so the decision has been taken to organize and implement LSTs to provide site specific safety information to JOHSCs.

The LSTs are not required nor governed under the WC Act, but are necessary to provide assistance on safety matters within their mandate and provide information, recommendations and support to the JOHSC.

Each LST will meet regularly and follow rules of procedure as outlined in this document.

It must be noted that the development of the LST does not absolve or transfer the responsibilities of supervisory or managerial personnel within their area.

D) Introduction

UBC Policy #7, University Safety, provides the following general statement of objectives:

“UBC aims to ensure that all preventative measures are taken to eliminate unnecessary risks, injuries, and occupational diseases, arising out of UBC's working and/or teaching and research environments”.

Safety committees and safety teams provide a clear communication line from worker to employer to ensure the contents of the policy are able to be met.

E) Purpose of the Team

The LST is a dedicated advisory group working on behalf of the JOHSC to improve occupational health and safety in workplaces across the university. The LST has a mandate to advise, assist and make recommendations on local procedures, which will improve health, safety and personal security of all workers. The LSTs will provide support in the identification of hazards in the workplace by primarily focusing on inspections, incident/accident investigations and the development of safety initiatives in their area of responsibility.

F) Team Membership

Each LST must have the following:

- Faculty and staff trained to discuss, review and where practicable participate in inspections and accident investigations.

The LST shall be comprised of representation that are familiar with local practises within their area of responsibility. Optimally, the composition of the team is a combination of management/supervisors and workers.

The LST shall consist of 12 members.

Member Name	Name of Alternate	Occupation(s)
Stefan Mladenovic		Information Systems Manager
Amanda Versteeg		Human Resources Manager
Virginia Anthony		Senior Administrator
Cathy Chabot		Research Manager
Abigail Torrijos		Operations Lead
Matty Jeronimo		Lab Manager
Cheryl Rubuliak		Human Resources Manager
Taryn Lowther		Human Resources Assistant
Esther Maas		Postdoctoral Research Fellow
Joyce Huang		Operations Manager
Clemmie Cheung		Receptionist/Administrative Assistant
Divina Ridley		Program Assistant
Karen Bartlett		Professor

The Team will have 1 chair and 1 alternate chair selected by the Team members.

The chair of the LST must inform the JOHSC when there is a lack of representation on the Team.

Name of Chair	Occupation
Amanda Versteeg	Human Resources Manager
Name of Alternate Chair	Occupation
Stefan Mladenovic	Information Systems Manager

Terms of Appointment

- (a) The LST members will sit on this Team for 2 years.
- (b) All members of the LST must arrange to have an alternate member to attend meetings in their place when they are unable to attend.

G) Team Meetings

- (a) The LST will meet regularly in a location to be determined prior to the meeting date.
- (b) Special meetings, if required, will be held at the call of the chair.
- (c) There are no quorum requirements

**Occasionally, the Team may invite guests or subject matter experts to provide local operational expertise & health and safety information to the Team.*

The meetings should follow an agenda (see template), which contains the following topics:

- Roll Call
- Review of the monthly Accidents and Incidents and first aid reports
- Review of workplace safety inspections (including changes to equipment, machinery or work processes that may affect the health or safety of workers)
- Review education and training
- Ongoing business
- New and other business
- Next meeting

Meeting Minutes will be recorded by a member of the LST. Minutes of the meeting will be prepared as soon as possible after the meeting. Minutes will be electronically distributed to the:

- (a) Faculty of Medicine JOHSC
- (b) Uploaded onto the digital records management system

H) Duties of Team Members

- Attend Team meetings
- Participate in inspections and investigations
- Recommend and participate in the development of policies and procedures for improvement of health and safety
- Promote the University Safety Policy and safety procedures of the University, and assist in carrying out their work
- Be familiar with the Workers Compensations Act, Occupational Health and Safety Regulation, University Safety Policy and the Team's Terms of Reference

I) **Chair Duties**

- (i) Facilitate the monthly meetings;
- (ii) Review previous meeting minutes and material prior to the meetings;
- (iii) Ensure that a meeting place is arranged;
- (iv) Ensure members are notified of meeting dates, times and locations;
- (v) Ensure meeting agenda is prepared and distributed;
- (vi) Ensure that minutes are recorded at each meeting and distributed accordingly
- (vii) Prepare all correspondence on behalf of the LST.

J) **Duties and Functions of the Local Safety Team**

The duties and functions of the LST will include:

- (a) Participate in, discuss, and review investigations within their work area.
- (b) Conduct, discuss and review workplace inspections.
- (c) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to these situations.
- (d) Consult with workers and managerial staff on issues related to occupational health and safety.
- (e) Make recommendations to supervisory staff around health and safety improvements and local educational programs, and monitor the effectiveness of those programs.
- (f) Provide recommendations on health and safety related issues beyond the scope of the LST to the Faculty of Medicine JOHSC.
- (g) Provide local guidance to workers and supervisory staff on WorkSafeBC regulations, all applicable Provincial and Federal Safety Legislation, as well as UBC's own safety policies and procedures.
- (h) Advise the JOHSC on any proposed changes to the workplace or work processes that may affect the health and safety of workers.
- (i) Review and carry out recommendations provided by the JOHSC.
- (j) Address health and safety complaints from workers only after the worker has discussed these with their Supervisor.

K) **Performing the Duties and Functions**

Inspections

- The LST will discuss the General Inspection Report and highlight items that need to be reviewed at the next JOHSC Meeting
- The LST will upload all inspection reports onto the digital records management system
- The LST will collaborate with the JOHSC and carry out any actions assigned to them in response to the JOHSC review of highlighted inspection report items

Incident Investigations

- The LST, with the Supervisor, will participate in incident/accident investigations
- The LST will review the investigation reports for completion of required fields and advise supervisor to submit into CAIRS
- The LST will document review findings for each CAIRS report in the meeting minutes
- The LST will collaborate with the JOHSC and carry out any actions assigned to them in response to the JOHSC review of incident investigations

L) Time from Work for Meetings and Other Team Functions

Members of the Team are entitled to time off from work for the:

- Time required to attend meetings of the Team
- Time that is reasonably necessary to prepare for meetings of the Team
- Time that is reasonably necessary to fulfill the other duties and functions of the Team

Time off for the LST members to perform these duties and functions will be deemed to be time worked for the employer.

M) Posting Team Information

(a) A copy of the minutes will be posted within the work areas of the specific LST.

N) Records

The LST will keep accurate records of their meetings, inspection reports, investigations, etc. involving the Team's business by uploading them into the digital records management system. The LST shall not delete any records within the digital records management system.

O) Training of the Local Safety Team

The SPPH LST will receive training on their Roles and Responsibilities as outlined by the Department and the related JOHSC. Risk Management Services provides LST specific training, which can be found at: <http://safetycommittees.ubc.ca/>

P) Amendments

These Terms of Reference may be amended by vote of the LST. Amendments are to be noted in the meeting minutes.