

## **Terms of Reference**

St. Thomas University Joint Health & Safety Committee

Approved – November 25, 2014

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### **Purpose of the JHSC**

The Joint Health and Safety Committee (JHSC) at St. Thomas University has been established to serve as a proactive group that will act as a liaison between the Employer and Employees to address matters of health and safety. The JHSC will exercise skill, diligence, and confidentiality when dealing with matters of health and safety and as such will consider, evaluate, and provide recommendations to the Employer on health and safety issues. The JHSC will be responsible to the workplace by meeting all legislative requirements set out by the *New Brunswick Occupational Health and Safety Act* and will provide assistance to the workplace on health and safety matters when they arise.

### **Structure of the JHSC**

#### **Details of Safety Meetings**

- Meetings are held monthly. The day and time are typically adjusted each term to account for the changing class schedules of faculty representatives.
- Meetings are approximately one hour in length.

#### **Establishment of the St. Thomas JHSC**

- The St. Thomas JHSC will consist of two Co-Chairs (one Employee Co-Chair and one Employer Co-Chair), three Employee representatives, and three Employer representatives. The three Employee representatives will include one full-time faculty member, one part-time faculty member, and one unionized staff member. The three Employer representatives are staff members exempt from both the faculty and staff unions.
- Quorum is two Employee and two Employer representatives.
- The Co-Chairs are elected by their respective JHSC representatives.
- FAUST selects the full- and part-time faculty Employee representatives; STUSAU selects the staff Employee representative. Employer representatives are selected by the President and Vice-Chancellor.

#### **The Role and Responsibilities of Committee Members**

- All representatives are currently selected for a term of two years. There is currently no limit on the number of terms a representative can serve.

- The roles of Secretary and Co-Chairs are also selected for a term of two years, with no limit on the number of terms a representative can serve.
- The role of Secretary rotates among the Committee representatives, excluding Co-Chairs.

#### Role and Responsibilities of the Co-Chairs:

- Prepare an agenda.
- Provide a draft copy of the agenda to the Committee Members prior to the monthly meeting.
- Keep the meeting on track in accordance with the approved agenda.
- Encourage participation from Committee Members.
- Sign the minute forms.
- Alternate chairing meetings.
- Conduct, with the assistance of Committee Members, monthly workplace inspections. Report back to the Committee regarding the results of monthly inspections.
- Required to accompany the Health and Safety Officer on inspections.
- Guide the Committee Members in attaining their safety goals and objectives.
- Listen and be objective, even when points differ significantly.

#### Role and Responsibilities of the Secretary:

- Take minutes of the meeting and distribute to appropriate parties.
- Read the previous meeting's minutes at each meeting.
- Ensure that both Co-Chairs have signed the minutes.

#### Role and Responsibilities of the Committee:

- Attend the WorkSafeNB JHSC Member training program within the first year as a Committee Member.
- Attend and participate at meetings.
- Develop the Terms of Reference and review annually.
- Develop a process to make workplace aware of the Committee and its functions.
- Review applicable internal policies and procedures annually and make written recommendations to management for changes and/or improvements.
- Conduct injury analysis from reports supplied by the Employer.
- Review applicable legislation and deliver to workforce any amendments, interpretations or clarification.
- Invite external experts to attend to deliver seminars and safety talks.
- Follow through on assigned tasks as outlined in the minutes.
- Distribute the JHSC H&S Inspection audit to the workplace annually.
- Listen to concerns and suggestions made by managers and/or employees outside the Committee, and ensure these are referred to supervisors or to the Committee, as appropriate.
- Learn about health and safety in the workplace.

- Annually conduct a workplace evaluation of our JHSC and share the results with the workplace.
- Attend “Right to Refuse” work situations.
- Encouraged to accompany the Health and Safety Officer on inspections.

#### Role and Responsibilities of Human Resources:

- Post a copy of the minutes at the workplace (safety bulletin board and website).
- Send a copy of the minutes to WorkSafeNB.
- Post the names of the Committee Members in the workplace.
- Keep completed monthly workplace inspection forms.

#### Workplace Inspections

- Co-Chairs are required to accompany the Health and Safety Officer during workplace inspections. Committee Members are encouraged to participate if available.
- Co-Chairs are required to conduct monthly workplace inspections. Committee Members are encouraged to participate if available.
- 1 – 2 hours per month will be dedicated to workplace inspections. Typically, 1 – 2 buildings will be inspected.
- A checklist has been developed for inspections and is to be followed and sent to Human Resources for recordkeeping purposes.
- Recommendations for corrective action will typically be forwarded to Facilities Management for follow up and communicated to Committee Members at the next JHSC meeting.

#### Accident / Incident Investigations

- Procedures and best practices supported by WorkSafeNB are to be followed when conducting accident / incident investigations.
- Co-Chairs are required to conduct accident / incident investigations. Committee Members are encouraged to participate if available.
- Results of the investigation are to be forwarded to the JHSC, management, and WorkSafeNB.