SFU’s Health & Safety Committees
Guidance Document

Structure at SFU
The current safety committee structure at SFU consists of a Central University Health and Safety Committee (CUHSC) and eleven Local Joint Health and Safety Committees (LJHSC). The LJHSC are organized based on location on campus. The membership of all committees consists of worker representatives appointed by CUPE, SFUFA, Polyparty and TSSU or non-union members and employer (APSA or APEX) representatives appointed by the Vice President Finance and Administration for CUHSC, and by Deans, Chairs, or Directors for the LJHSCs.

Mandate
All safety committees meet monthly to perform the following:

- Review health and safety policies, procedures, and programs, monitor effectiveness and make recommendations for their improvement.
- Address health and safety concerns that are not resolved through the normal line management structure.
- Assist in dissemination of health and safety and other relevant information.
- Conduct annual site inspections of their areas of responsibility, review and distribute inspection summaries to relevant stakeholders and EHRS, and monitor follow-up to ensure deficiencies are addressed in a timely manner (LJHSC).
- Participate in inspections conducted by regulatory agencies. LJHSC members will be asked to participate in inspections related to their areas of responsibility. CUHSC members will be asked to participate in inspections related to broader health & safety issues.
- Participate in incident investigations as required, and recommend corrective action.

Roles & Responsibilities

Co-Chairs

- Chair committee meetings
- Prepare meeting agendas.
- Prepare a monthly summary report of the committee’s discussions and activities.
- Prepare recommendation(s) and forward to management, as outlined in the terms of reference.
- Monitor attendance at meetings and report attendance problems to management and/or employee groups.
- Liaise with management and employee groups on issues relating to appointment of committee members.

Recording Secretary

- Notify members of meetings
- Prepare meeting minutes
- Arrange for correction, distribution and posting of meeting minutes

Committee Members

- Attend monthly meetings and send an alternate when unable to attend
- Bring forward raised health and safety concerns
- Conduct safety inspections
- Participate in incident investigations
Participate in health and safety discussions
Review the summary incident report
Contribute to the development, implementation, monitoring and improvement of health and safety programs
Promote and support health and safety initiatives
Attend safety courses for committee members

Liaisons
- Attend monthly LJHSC meetings to update the local committee on the activities and discussions of CUHSC
- Review LJHSC meeting minutes, inspection reports and monthly summary reports
- Report back to CUHSC on activities and discussions of the LJHSC that they support
- If unable to attend LJHSC meetings, make alternate arrangements (e.g. meet with co-chairs) to ensure information is shared

Communication
Communication between committees and with departments is essential to ensure important safety information is shared and safety concerns/issues are addressed.

A. Between CUHSC and LJHSCs
Each local safety committee has been assigned two liaisons from CUHSC, one worker representative liaison and one employer representative liaison. The liaisons should attend the monthly LJHSC meetings and update the local safety committees on the activities and discussions of CUHSC. They should review the meeting minutes, inspection reports and monthly summary reports and report back to CUHSC on the activities and discussions of the LJHSC that they support.

If liaisons are unable to attend local safety committee meetings, other arrangements (e.g., meeting or conference call) should be made to ensure the above mentioned information is shared between the liaisons and local safety committee co-chairs.

B. Between the LJHSCs
The CUHSC liaisons should report back to their local safety committee on the updates provided from each LJHSC at the CUHSC meetings. In addition, a Sharepoint site is currently under development that will serve as a central repository for all meeting minutes and safety related information.

C. Between LJHSCs and departments within their area of responsibility
Each local safety committee should develop a list of contacts for the departments within their area of responsibility. When information is sent to the local safety committee co-chairs for broader distribution, it should be sent to these departmental contacts.

Raising Safety Concerns/Issues from LJHSCs to CUHSC
Issues and concerns arising at the local safety committees with implications beyond the area of the committee or that have not been addressed at the local level should be forwarded to CUHSC through the liaisons. The co-chairs of the local committee should prepare a brief summary of the issue and what actions have been taken to date. This document should be sent to their liaisons and to CUHSC at cuhsc@sfu.ca. A representative from the LJHSC is encouraged to attend the next CUHSC meeting to speak to the issue and to answer any questions that may arise.