Local Joint Health and Safety Committees
Terms of Reference

MANDATE
The Local Joint Health & Safety Committees (LJHSCs) are mandated to review University occupational health and safety procedures, programs and policies, and to assist in issues relating to health and safety, including personal safety and emergency response, within their areas. These committees will promote the implementation of health and safety programs, monitor programs for effectiveness, review arising health and safety concerns and recommend appropriate action to the area Supervisor or Manager.

SCOPE
These terms of reference apply to the LJHSCs at SFU.

DUTIES
LJHSC members will undertake the following activities, within the area they represent:

Policies and Procedures
- Review health and safety policies, procedures, and programs, monitor effectiveness and make recommendations for their improvement.
- Review and make recommendations concerning such health and safety matters as, orders from WorkSafeBC, monthly incident reports and any other health and safety reports.
- Address health and safety concerns that are not resolved through the normal line management structure.

Communication
- Promote health and safety awareness.
- Foster the development of a health and safety culture within the university community.
- Consider recommendations or suggestions from faculty, staff and students concerning health and safety issues, and address them where warranted.
- Assist in dissemination of health and safety and other relevant information.

Site Inspections
- 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.
- Participate in inspections conducted by regulatory agencies. Representatives from LJHSC members will be asked to participate in inspections related to
their areas of responsibility. Representatives from CUHSC will be asked to participate in inspections related to broader health & safety issues.

**Incident Investigations**

- Review the summary report of incidents, accidents and near misses prepared by EHRS.
- Participate in incident investigations as required, and recommend corrective action.
- Follow-up with departments to ensure identified deficiencies are addressed in a timely manner.

**Note:** When EHRS receives a report of a workplace incident, the members of the relevant LJHSC will be contacted to request the participation of a worker and employer representative in the incident investigation. If no members volunteer within 1 day, EHRS will contact CUHSC members to recruit a worker and an employer representative to participate in the incident investigation. If no CUHSC members volunteer within 1 day, EHRS will proceed with the incident investigation without safety committee member participation but will request the participation of a local worker who is familiar with the work that resulted in the incident.

If the incident involves a serious injury that must be immediately reported to WorkSafeBC, under section 172 of the Workers’ Compensation Act, a preliminary investigation must be undertaken within 48 hours of the incident. LJHSC members will be asked to respond immediately to EHRS’ request for participation in the incident investigation. If no members volunteer within 2 hours, EHRS will contact CUSHC members. If no CUHSC members volunteer within 2 hours, EHRS will proceed with the incident investigation without safety committee member participation but will request the participation of a local worker who is familiar with the work that resulted in the incident.

**Training**

- Ensure health and safety-training needs for health and safety committee members are reviewed and appropriate training is recommended to the employer.

**Health and Safety Program Implementation**

- Facilitate, monitor and promote the implementation of health and safety programs.

**Administration**

- Keep written minutes of the issues discussed and forward a copy to all committee members (including resource members), represented Chairs, Directors, CUHSC co-chairs and EHRS.
• The co-chairs will be responsible for preparing a monthly summary report of activities conducted by the LJHSC including inspections performed, incident investigations conducted, and health and safety issues discussed.

COMMITTEE STRUCTURE

Committee Membership
The committee shall consist of members from locations covered by the committee. In compliance with the Occupational Health and Safety Regulation and Workers Compensation Act, committee members are designated as representing either the employer or workers employed by the University. Efforts should be made to ensure all major work groups or areas and all employee groups are represented on the committee. Employer representatives shall not out number worker representatives on the committee.

Committee members are entitled to paid time off from work to prepare for meetings, attend meetings and to fulfill the other functions and duties of the committee. Non-salaried employees are entitled to a stipend, which will be administered through Safety & Risk Services.

A representative from EHRS will act as a non-voting resource member. A worker and employer representative from CUHSC will act as non-voting liaisons and will attend monthly meetings when possible. As needed, the committee may request the attendance of additional resource people.

Selection of Worker Representatives
Worker representatives are to be selected according to Workers Compensation Act, Section 128 (1) (2) & (3) and in equitable proportion to their relative numbers and relative risks to health and safety. Employee groups are responsible for performing a risk assessment to determine the risk level of job functions performed by their members and the percentage of time spent on these job duties. The number of FTEs employed by each employee group will also be taken into consideration.

Based on the results of this risk assessment, the employee groups have identified the number of worker representatives required from amongst their membership for each LJHSC, as outlined in the table below.

<table>
<thead>
<tr>
<th>LJHSC</th>
<th>CUPE</th>
<th>TSSU</th>
<th>PolyParty</th>
<th>SFUFA</th>
<th>Non - union</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AQ/Strand Hall</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2. Athletics &amp; Recreation</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
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<tr>
<td>3. Faculty of Science</td>
<td>5</td>
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<tr>
<td>4. Facilities Services</td>
<td>2</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. Library</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td>6. North East Campus</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>7. Residence</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>8. South East campus</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Upon receiving a request for worker representation, an employee group will appoint a committee member, ideally within 3 weeks. The Chief Safety Officer will inform, in writing, the appointed worker representative’s supervisor about the term of appointment and obligation to attend monthly meetings, participate in incident investigations, participate in inspections and the annual entitlement of 8 hours educational leave.

Employees who do not belong to an employee group will also be represented on the committee as non-union workers. Non-union workers include but not limited to the following: research assistants, Post Doctoral fellows, work study students, faculty associates, Residence Life Coordinators, event staff, fitness centre staff, and recreational services staff.

EHRS will send an email to non-union workers using the email lists generated by Payroll Services requesting that those employees interested in participating on the committee submit their names to EHRS. A websurvey will be prepared that lists the names of interested employees, including their department and occupation. All non-union workers will be given the opportunity to vote. The appropriate number of employees will then be elected as the non-union worker representatives to each LJHSC.

If the employee groups are unable to appoint a worker representative within the designated time frame, or there is no interest from non-union employees in participating on the committee, the employer will assign a worker-eligible employee to act as worker representative. At the end of the worker representative’s term, the employee groups and/or departments will again be contacted to request the appointment of a new worker representative.

**Selection of Employer Representatives**

The appropriate Dean, Chair, or Director (i.e., the employer), will appoint employer representatives, from amongst APEX and APSA members. If the employer is unable to recruit employer representatives within a 3 week period, employer representatives may volunteer, or be recruited, to sit on the committee.

**Term of Appointment**

Committee members will sit on the committee for a one year term. Any member may be re-appointed to the committee following their initial term.

**Election of Co-chairs**

On an annual basis, worker representatives and employer representatives will elect a co-chair from their respective groups. Both offices may not be held by worker group representatives or by employer representatives at the same time. Selection of the worker co-chair and employer co-chair will be staggered by 6 months.
Recording Secretary

Every six months, committee members will elect a recording secretary from among their membership. A committee member may volunteer to be the recording secretary for a period longer than six months.

Alternatively, a department or service unit may choose to provide clerical support to a local safety committee.

Subcommittees

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

MEETING STRUCTURE & RECORDS

Meetings and Attendance
The committee will meet monthly on a designated day and time, which will be determined at the beginning of each semester by the committee.

Membership on LJHSC constitutes important service to the University. Regular attendance of meetings is required by all committee members. Supervisors of committee members will be advised that meeting attendance is a regulatory requirement and is mandatory.

When unable to attend meetings, committee members must arrange to have an alternate attend. A list of alternates will be provided by each Employee group for the LJHSCs. Worker representatives are responsible for contacting an alternate from this list if they are unable to attend a meeting. Employer representatives will choose their own alternates.

Quorum
Quorum at any meeting will be two thirds of the total voting membership. Quorum is based on the number of filled positions. Resource members or liaisons do not form part of membership or quorum. Employer representatives will not outnumber worker representatives at any meeting requiring voting or related to decisions of the committee.

If quorum is not met, the meeting will still be held, however any agenda items which require voting will be tabled for the next meeting.

Voting
Only committee members have a vote on the committee. Resource members and liaisons do not have a vote.
Agenda

The agenda for the upcoming meeting will be prepared by the co-chairs and distributed to the committee members one week before the meeting. Agenda items relating to workplace health and safety can be brought forward by any member of the committee.

Meeting Minutes

Draft meeting minutes, including inspection summaries will be circulated to EHRS and committee members within one week after the committee meets (email 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 in designated locations in each area covered by the LJHSC and on the EHRS webpage.

Monthly summary reports

The co-chairs of each LJHSC will prepare a monthly summary report of the issues discussed, concerns raised and the activities performed by their committees. This report will be provided to the CUHSC resource members assigned to each LJHSC and to EHRS.

Records

EHRS 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. Occupational 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.

Inspection reports will be kept by the LJHSCs for a minimum of 2 years.

EDUCATIONAL LEAVE ENTITLEMENT

Each member of the committee is entitled to an annual educational leave totaling 8 hours, or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses. A member of the committee may designate another member as being entitled to take all or part of the member’s educational leave.

The University will provide the educational leave without loss of pay or other benefits and will pay for, or reimburse the worker for, the costs of the training course and the reasonable costs of attending the course. Requests to attend occupational health and safety training courses must be approved by both the appropriate LJHSC and the committee member’s supervisor. Attendance at training is a priority and all reasonable efforts must be made by supervisors to accommodate attendance at training events.
COMMITTEE RECOMMENDATIONS

Recommendations for corrective action will be forwarded to the Supervisor or Manager responsible for the area where the hazard or deficiency was identified. If the deficiency is not addressed within a reasonable time frame, the recommendations will be forwarded to the relevant department Chair or unit Director. LJHSCs may ask for a written response to the recommendations within twenty-one calendar days.

Where there is disagreement with the committee recommendations, the recommendations will be forwarded to the appropriate department Chair or unit Director for response. The Chair or Director will consult with the Chief Safety Officer and jointly respond within twenty-one calendar days.

If the local committee is not satisfied with the response received a co-chair of the committee may report this to WorkSafeBC.

RELATIONSHIP between EHRS, LJHSC and CUHSC

EHRS will provide reports on incident statistics including accidents and near misses, training records, course and seminar updates, and other information pertinent to the work of CUHSC and LJHSC.

To ensure timely and effective communication between CUHSC and the LJHSCs, each LJHSC will have a worker representative and an employer representative from CUHSC designated as non-voting liaisons to the LJHSC.

These liaisons will attend the monthly LJHSC meetings when possible and will update the local safety committees on the activities and discussions of CUHSC. They will review the meeting minutes, inspection reports and monthly summary reports and they will report back to CUHSC on the activities and discussions of the LJHSC that they support. Issues and concerns arising at LJHSC with implications beyond the area of the local committees will be forwarded to the CUHSC through the liaisons.

As the term of appointment of CUSHC members ends and new members are appointed and/or existing members extend their terms, the liaisons assigned to each LJHSC will be adjusted accordingly.

A copy of the CUHSC minutes will be distributed to the members of CUHSC, LJHSCs co-chairs, employee groups and EHRS.

REVIEW PROCESS

Each November, the LJHSC co-chairs and the Senior Director, EHRS will meet with the employee groups to review the effectiveness of the local committee organizational structure and to ensure there is adequate worker representation on each committee. Any necessary changes will be recommended to the Chief Safety Officer.
APPENDIX A

Duties of Co-chairs
Both co-chairs shall participate in chairing meetings. Co-chairs shall:

- 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.
- Provide supervisors of appointed or elected committee members with an outline of members' duties
- 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
- Monitor sub-committee progress

Duties of the Recording Secretary

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

Role of Committee Members

- Attend monthly meetings and send an alternate when unable to attend
- Bring forward raised health and safety concerns
- Conduct 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
- Clarify regulatory requirements

Order of Business

- Review attendance
- Approval of meeting agenda
- Introduction of guests and alternates
- Approval of previous meeting minutes
- Review the minutes from the CUHSC meetings
- Discuss matters arising from the minutes: Business Arising
- Review correspondence and reports, including the summary incident report
- Review inspection reports from WorkSafeBC
- Review work site inspection reports
- Review incident investigations;
- Review health and safety programs, including training and education issues
- New business
- Adjourn
## Local Joint Health & Safety Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Buildings</th>
<th>Departments</th>
</tr>
</thead>
</table>
| 1. Athletics & Recreation | Lorne Davies Complex | President's Office  
| 2. AQ/Strand Hall  | Academic Quadrangle  
                     | Strand Hall  
                     | Strand Hall Annex | Academic Relations  
                     | Board of Governors  
                     | Ceremonies & Events  
                     | Financial Services  
                     | Government Relations  
                     | Human Resources  
                     | IT Services  
                     | Women's Studies  
                     | University Communications  
                     | Vice President Relations  
                     | WestGrid  
                     | Aboriginal Peoples office  
                     | APSA  
                     | Art Gallery  
                     | Arts & Social Sciences  
                     | CUPE  
                     | Canadian Studies  
                     | Chinese Studies  
                     | English  
                     | Faculty Association  
                     | FASS  
                     | Hellenic Studies  
                     | History  
                     | Human Rights Office  
                     | Humanities  
                     | Interfaith Centre  
                     | Indigenous Student Centre  
                     | International Studies  
                     | Labour Studies  
                     | Latin American Studies  
                     | Psychology  
                     | Political Sciences  
                     | Sociology & Anthropology  
                     | TSSU |
## 3. Facilities Services
- Facilities Building
- Satellite Shops

## 4. Faculty of Science
- Animal Care Facility
- Biology
- Chemistry
- Biomedical Physiology & Kinesiology
- Physics
- South Sciences Building
- TASC 2

## 5. Library
- W.A.C. Bennett library

## 6. Residence & Housing
- Administration Building
- Dining Hall
- Hamilton Hall
- McTaggart-Cowan Hall
- Shell House
- Towers
- Townhouses

## 7. South East Campus
- Applied Science Building
- Discovery 1 and 2
- TASC 1

## Facilities Planning & Development
- Maintenance & Operations
- Administration & Real Estate Services

## Animal Care Services
- Biological Sciences
- Biomedical Physiology & Kinesiology
- Chemistry
- Earth Sciences
- Mathematics
- Molecular Biology & Biochemistry
- Physics
- Statistics and Actuarial Sciences
- Science Stores
- Science Technical Centre
- Science Co-op
- 4D Labs
- MITACS
- PIMS

## Communications
- Computing Science
- Safety & Risk Services
- Engineering Science
- IRMACS
- Major Projects Office
- Faculty of Applied Sciences
- Faculty of Environment
- Resource & Environmental Management
- Office of Research Services
- Office of Research Ethics
- Office of Research Accounting
- Innovation Office
Local Joint Health & Safety Committees

8. Surrey
9. Vancouver

611 Alexander
Goldcorp Centre for the Arts
Harbour Centre
Segal Building
Wosk Centre for Dialogue

10. West Administrative Unit

Diamond Alumni Centre
Halpern
Maggie Benston Centre
West Mall Complex
Transportation Centre

Student Services
Bookstore
Document Solutions
Health & Counselling
Career Services
Archives & Records Management
Co-operative Education
Graduate Studies
IT Services
OMBUDS
SFU International
Centre for Students with Disabilities
Parking Services
Business
French
Lifelong Learning
Centre for Coastal Studies
Economics
Feminist Institute for Studies on Law and Society
Institute for Studies in Criminal Justice Policy
Philosophy

11. North East Campus

Blusson Hall
Education Building
Robert C. Brown
Saywell Hall
Water Tower Building

Faculty of Health Sciences
Canadian Urban Research Studies
Clinical Psychology Centre
Criminology
First Nation Studies
Psychology
Archaeology
Education
Teaching & Learning Centre
Local Joint Health & Safety Committees

Cognitive Science Program
English Bridge Program
Geography
Language Training Institute
Linguistics
Psychology
Local Joint Health & Safety Committees

APPENDIX C

Minimum Components for LJHSC Meeting Minutes

- Meeting minutes distribution list
- Attendance list
- Agenda items covered
- Corrections and approval of previous meeting minutes
- Summary of CUHSC meeting minutes
- Business Arising
- New Business
- Summary of inspection reports
- Summary of inspection reports from regulatory agencies
- Summary of incident investigation reports
- Summary of action items with person responsible for action
- Reports submitted for review
- Recommendations