Central University Health and Safety Committee
Terms of Reference

MANDATE

The Central University Health and Safety Committee (CUHSC) is mandated to review University occupational health and safety policies and programs, address health and safety issues with University-wide implications, and health and safety issues arising in public spaces, including personal safety and emergency response. In addition, CUHSC oversees the implementation of Local Joint Health and Safety Committees (LJHSC), reviews operation of these committees and address issues that are not resolved by the LJHSCs. The committee may make recommendations and provide status updates to the Chief Safety Officer.

DUTIES

CUHSC members will undertake the following activities:

Policies and Programs

- Review health and safety policies 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 & safety reports.
- Address health and safety concerns that are not resolved through the normal line management structure or LJHSC.

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 or direct them to the appropriate LJHSC where warranted.
- Assist in the dissemination of health and safety and other relevant information to the university community.

Oversight of LJHSCs

- Monitor the membership, activities and effectiveness of the LJHSCs.
- Act as a liaison between the LJHSCs and CUHSC.
- Review the health and safety issues raised by the LJHSCs and make recommendations for addressing them.
Site Inspections

- Review the LJHSC monthly summary reports to ensure that workplace inspections are being conducted at an appropriate frequency to identify hazards and health and safety concerns.
- Review the outcome of inspection reports 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 health & safety issues that go beyond the scope of LJHSC.

Incident Investigations

- Review the monthly summary report of incidents, accidents and near misses prepared by EHRS.
- Review the LJHSC monthly summary reports to ensure that incident investigations are completed correctly and in a timely fashion.
- Participate in incident investigations as required, and recommend corrective action.

**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 CUHSC 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 of committee members are reviewed and appropriate training is recommended to the employer.

Health and Safety Program Implementation

- 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), LJHSC co-chairs, employee groups and EHRS.

COMMITTEE STRUCTURE

Committee Membership
In compliance with the Workers’ Compensation Act and the Occupational Health & Safety Regulation, committee members are designated as representing either the employer or workers employed by the University. Employer representatives shall not outnumber 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.

The Senior Director of EHRS will participate as a non-voting resource member. The Simon Fraser Student Society and the Graduate Student Society will be asked to each send one representative to be a non-voting member. As needed, the committee may request the attendance of staff as non-voting resource members.

Selection of Worker Representatives
Worker representatives are to be selected according to the Workers Compensation Act, Section 128 (1) (2) & (3) and in equitable proportion to their relative numbers and relative risks to health and safety. Each employee group will be represented on the committee as outlined below:

- CUPE 3338 - 2
- SFUFA - 2
- TSSU - 2
- Polyparty - 2
- Non-union – 2

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 for 2 representatives. The 2 employees with the most votes will be elected as the non-union worker representatives to CUHSC.

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, and participate in inspections and the annual entitlement of 8 hours educational leave.

**Selection of Employer Representatives**

Employer representatives are to be selected according to Workers Compensation Act, Section 129 (1) & (2). The Vice President Finance and Administration, in consultation with the Chief Safety Officer, will appoint 10 employer representatives from amongst APEX and APSA members working in each Vice President’s administrative portfolio.

1. **Vice President Finance & Administration**
   - Facilities Services
   - Safety & Risk Services
   - Information Technology Services

2. **Vice President Academic**
   - Faculty of Science or Faculty of Health Sciences or Faculty of Applied Sciences or Faculty of Environment
   - Faculty of Arts and Social Sciences or Faculty of Communication, Art and Technology, or Faculty of Education or Beedie School of Business

3. **Vice President Research**
   - Library

4. **Vice President External Relations**
   - Vancouver campus
   - Surrey campus

5. **Vice President University Advancement**

6. **Associate Vice President Students**
   - Student Services

**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 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. The first employer co-chair elected under these revised terms of reference will serve as co-chair for a 6 month period to facilitate the staggered selection of co-chairs going forward.
Recording Secretary
The Vice President Finance & Administration will supply clerical support to the committee, as required.

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 CUHSC 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. 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 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 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 will be circulated to EHRS and committee members within 1 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 on the bulletin board outside the James Douglas Study Area, and online on the EHRS webpage.

**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.

**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 both by CUHSC 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.

**REPORTING STRUCTURE**

Recommendations with policy implications or resource requirements and any unresolved issues will be forwarded to Chief Safety Officer. If a written response is requested, the Chief Safety Officer must respond within twenty-one calendar days.

**RELATIONSHIP between EHRS, CUHSC and LJHSC**

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 the 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 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 January all CUHSC members and the Senior Director, EHRS will meet with the employee groups to review the effectiveness of the CUHSC organizational structure and to ensure there is adequate worker representation. Any necessary changes will be recommended to the Chief Safety Officer.
APPENDIX A

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

- Prepare meeting agendas
- 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
- Review the LJHSC monthly summary reports
- Review the summary incident report
- Participate in health and safety discussions
- Act as resource members for the LJHSCs
- 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
- Discuss matters arising from the minutes: Business Arising
- Report on the activities and progress of the LJHSCs
- Review the LJHSC monthly summary reports
- Review correspondance and reports
- Review inspection reports from WorkSafeBC
- Review the summary incident report of incidents
- Review health and safety programs, including training and education issues
- New business
- Adjourn
Appendix B

Simon Fraser University
Health & Safety Committee Structure

President

Vice President
Finance & Administration

Chief Safety Officer

Environmental
Health and Research Safety

Deans

Central University
Health & Safety Committee

Reporting
Relationship
Communication
Relationship

 Faculty of Science
 Library
 Athletics & Recreation
 AQ/Strand Hall
 West Administrative Unit
 North East Campus

 Facilities Services
 South East Campus
 Residence
 SFU Vancouver
 SFU Surrey

Department Chairs
Unit Directors

Deans

President

Vice President
Finance & Administration

Chief Safety Officer

Environmental
Health and Research Safety

Central University
Health & Safety Committee

Reporting
Relationship
Communication
Relationship

Last Revised: September 24, 2015
Page 9 of 14
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<th>Committee</th>
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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 & 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
Cognitive Science Program
English Bridge Program
Geography
Language Training Institute
Linguistics
Psychology
APPENDIX C

Minimum Components for CUHSC Meeting Minutes

1. Meeting minutes distribution list
2. Attendance list
3. Agenda items covered
4. Corrections and approval of previous meeting minutes
5. Summary of updates from the LJHSCs including action items
6. Business Arising
7. New Business
8. Summary of LJHSC monthly summary reports
9. Summary of inspection reports from regulatory agencies
10. Summary of action items with person responsible for action
11. Reports submitted for review
12. Recommendations