OCCUPATIONAL HEALTH & SAFETY CO-CHAIRS COMMITTEE

TERMS OF REFERENCE

(Approved by committee October 24, 2012)

Purpose:

The purpose of the University’s Occupational Health and Safety Co-chairs Committee is to provide a consultative forum that can effectively identify, analyze and address university wide health and safety matters with particular reference to the continual improvement of the university’s culture of safety as foundational to achieving our stated Mission and Vision.

Organization:

• The membership shall consist of the co-chairs of all U of R Occupational Health and Safety Committees and Health, Safety & Environment (HSE) staff.
• HSE staff are non-voting committee members
• The Executive Sponsor for the committee will be the Vice-President, Administration.
• Meetings will occur biannually (May & October) or at the call of the main campus OHC co-chairs.
• Quorum will be one half of the committee members, excluding HSE staff.
• Decisions of the Committee will be by consensus or by majority vote of the members attending the meeting.
• Each meeting will be chaired by the Director of Health, Safety & Environment, or designee.
• Minutes for the committee will be produced and retained by Health, Safety & Environment.
• Agendas will be created by the Director, Health Safety and Environment with input from all members of the committee.
• All co-chairs are responsible for taking and reviewing the minutes of the OH&S Co-Chairs Committee to their respective OHCs.

Functions:

• Receive local OHC updates and issues for information and/or problem solving.
• Review and provide guidance on Health, Safety & Environment’s strategic plan.
• Provide input into the formulation of, communicate and assist in, achieving the university’s annual health and safety goals.
• Participate in the promotion of a culture of safety for all staff, faculty and students.
• As required, review and make recommendations regarding university policies, procedures and standards that relate to health and safety.
• Review at each meeting any Contraventions or Notices of Compliance issued by the Ministry of Labour Relations and Workplace Safety.