University of Regina
Occupational, Health and Safety Committee

Terms of Reference

Purpose of the Committee

The University Occupational Health & Safety Committee (OHC) has been established to assist the University of Regina in meeting the requirements under The Saskatchewan Employment Act (2014) and The Occupational Health and Safety Regulations (1997) and all applicable Provincial and Federal legislation and Municipal by-laws. The University of Regina Safety Policy GOV-100-005 provides the commitment to safety and responsibilities of the OHC. The committee has a mandate to; advise, assist and make recommendations on policies that will improve the health and safety of faculty, staff, students and the general public while at the University. With the assistance of Health, Safety & Wellness they monitor the effectiveness of University Health and Safety Management System and Local Safety Committees. They may require the establishment of other committees as necessary.

Role of the Committee

The OHC is required under Provincial legislation and shall function in accordance with The Saskatchewan Employment Act and The Occupational Health and Safety Regulations.

Committee Membership

The OHC encourages information sharing, cooperation and compromise. The members’ names are posted on the Health & Safety bulletin boards and are available on the U of R website.

- **Number of members/representation and selection:**
  The Occupational Health & Safety Committee consists of 4 representatives of the University appointed by the President, and 8 employees chosen by the trade unions. CUPE 5791, CUPE 2419, URFA Faculty and APT have agreed to each share the 8 positions. The employee members shall be elected or appointed by their peers in accordance with their trade union agreement. Efforts should be made to ensure equitable representation of substantially different areas of the University. CUPE 5791 and CUPE 2419 have 4 members. URFA Faculty has 2 members. APT has 2 members. The Health, Safety & Wellness Director shall be a non-voting ex-officio and act as a resource to the committee. Other ex-officios can be invited as required.

  - **Notification**
    The trade unions are responsible for notifying either co-chairperson or the Health, Safety & Wellness Director of the members representing them on the committee. This notification shall be submitted no later than January 1 of each year for CUPE 5791 members. Notification for APT/URFA membership shall be by May 1, with a start date of May 1 for 3 year terms.
The University President appoints management members.

**Term of Office:**
Three years - members hold office for 3 years and may be reappointed for a second or subsequent term. It is recommended that only one new member/group be elected or appointed each year.

**Co-chairs:**
The University appoints a co-chairperson from the management members. The members representing employees shall elect a co-chairperson from among their members.

### Responsibility and Authority

The obligation to maintain a safe workplace is ultimately the responsibility of the University as the employer under *The Saskatchewan Employment Act*.

The University’s OHC serves to advise, recommend and monitor the effectiveness of the University’s Health and Safety Management System. For a detailed list of responsibilities see University Health and Safety Policy GOV-100-005.  
http://www.uregina.ca/presoff/vpadmin/policymanual/hr/20105.pdf

### Reporting

The OHC reports to the Vice-President (Administration).

Each committee member acts as a liaison between the committee and the occupational group and union they represent. The committee is responsible for making recommendations on policy and on reduction of incidents; for initiating action with respect to all occupational health and safety matters and promoting a safe and healthy university.

Local Safety Committee (LSC) Chairs report to the OHC annually to provide a summary of the committee’s activities (including challenges, accomplishments and inspections).

### Meetings

- **Agenda:** the agenda format will include roll call or attendance, comments from the co-chairs, approval of the agenda, acceptance of minutes of last meeting, LSC committee report, new business (details of problem or concern, what action taken or proposed, name of person responsible and target date), old business (report of actions taken must remain in minutes until resolved), inspection reports, correspondence, safety training, incident report summary (annual), harassment report summary (annual), time and place of next meeting, adjournment.
- **Frequency:** every other month, (except July and August).
- **Quorum:** at least half the members must be present and at least half of those present must represent employees. At least half the employer members must be present.
- **Attendance:** members are expected to attend all meetings (the University is legislated to ensure that the committee meetings achieve quorum). Members that are absent are responsible for
notifying the recording secretary of their absence. Missing two consecutive meetings may result in the member being asked to leave the committee.

- **Chairing:** each co-chair takes turns chairing meetings - the chairperson controls the meetings, ensures the maintenance of an unbiased viewpoint, arranges the agendas, reviews previous minutes and material prior to the meetings.

- **Agendas:** the recording secretary will call for agenda items two weeks prior to the meeting and distribute all attachments one week prior to the meeting.

- **Decision-making:** use consensus to make decisions; if this is not possible, vote on the decision, majority rules.

- **Dispute resolution:** using project teams to recommend options to solve difficult technical problems, negotiating mutually acceptable compromises or asking a neutral third party to mediate.

- **Minutes:** minutes will be recorded in the format as required by The Ministry of Labour Relations and Workplace Safety (LRWS), posted in the 7 locations on Campus (AH, KHS, ED, FM-2 locations, CW and CL) and be available on the U of R HSW web site.

### Special Meetings

Special meetings can be called by either co-chair, the Director Health, Safety & Wellness, LRWS Occupational Health Officer or the Director (Occupational Health and Safety, LRWS).

### Subcommittees

Subcommittees are established as required to perform specific health and safety tasks when a need is identified by the OHC. They report to the OHC through HSW. For a list of current subcommittees and their descriptions go to [http://www.uregina.ca/hr/OH&S/OHC/OHS_Committee.html](http://www.uregina.ca/hr/OH&S/OHC/OHS_Committee.html)

### Local Committees

Local committees are established in Academic and Administrative Units as identified to ensure that health and safety issues are addressed at the local level and to ensure the development of a unit or Faculty specific Health and Safety Management System. Local committees report to the OHC through the committee co-chair once a year.

### Amendments

These terms of reference may be amended by majority vote of the committee members.

### Review

The terms of reference will be reviewed every 3 years.