

## Terms of Reference

### Membership

1. Membership is to be drawn from all areas of activity at the College Avenue Campus as well as equal representatives chosen by the trade unions.
2. Members will serve a three (3) year term and may be reappointed for a second or subsequent term.
3. The Co-Chairs are voting members of the Committee.
4. As a representative of the University, the Director of the Centre for Continuing Education shall appoint one Co-Chair and the second Co-Chair shall be elected by the committee members.
5. The position of Secretary will be rotating with the Secretary preparing the Agenda for the subsequent meeting.

Note: Although not formally a member of this Committee, College Avenue Campus CAC's Emergency Chief Warden reports to this Committee (e.g. The results from the Emergency Floor Warden's walk-about inspections are forwarded to this Committee and forms part of Local OH&S site inspections response.)

### Meetings

- The format for meetings will be: attendance, comments from the Chair, approval of the agenda, acceptance of minutes of the last meeting, old business, new business, inspection reports, the time and place of the next meeting and adjournment.
- Meetings will be held quarterly although the Chairperson may call additional meetings as required.
- Quorum for meetings is that at least half the members must be present. Of those members in attendance at least half must be worker representatives and at least one member must be an employer representative.

**Review** – The Terms of Reference will be reviewed, and if required revised, every 3 years.

### Responsibilities of the Local Safety Committee

The responsibilities of the CAC Local Safety Committee for the College Avenue Campus are to:

1. receive, investigate and respond to local safety concerns;
2. assist in identifying, eliminating and/or controlling hazards within the College Avenue Campus;
3. establish a schedule for and conduct workplace inspections;
4. ensure the development of specific safety policies and procedures;
5. assist and provide input to the Director concerning the management of safety issues;
6. refer work refusals, incidents of violence, and incidents involving major injury or loss of life to the OHC, with a copy to the Director;
7. refer any concerns which cannot be resolved to the OHC, with a copy to the Director of CCE;
8. through a variety of activities, promote the adoption of a culture of safety amongst all U of R CAC staff.

Accepted this day: 14 November, 2018

Local OH&S Committee:

  
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Gary Morin Co-Chair (Employer)

  
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Michelle van Ginneken Co-Chair (Employee)