

University of Regina Occupational Health and Safety Committee

TERMS OF REFERENCE

PURPOSE

The University of Regina Occupational Health & Safety Committee (OHC) is established to assist the University foster a positive safety culture on campus. The University of Regina Safety Policy GOV-100-005 provides the commitment to safety and responsibilities of the OHC.

The OHC has a mandate to advise, assist, and make recommendations on policies, programs, and practices that will improve the health and safety of students, faculty, staff, and the general public while at the University.

The OHC monitors the effectiveness of the University Health and Safety Management System and Local Safety Committees with assistance from Health and Safety (Human Resources). OHC may require establishing other committees as required.

ROLE

The OHC must meet 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.

MEMBERSHIP

The OHC encourages information sharing, cooperation, and compromise. Names of OHC members are published on the University of Regina website ([UR Source](#)).

Member Representation/Member Selection

The University Occupational Health & Safety Committee consists of **four** volunteer, or appointed, management representatives (Employer) approved by the University President; one which is a representative from Health & Safety, Human Resources. **Eight** trade union representatives (Employee) may volunteer, or be selected by their peers, from the four trade unions - CUPE 5791, CUPE 2419, URFA Faculty, and APT in accordance with the applicable trade union agreement and will agree to share the eight employee representative positions.

Every effort should be made to ensure equitable representation of substantially different areas of the University. The Manager, Health and Safety (management representative) shall act as a resource for the committee.

Notification

Trade unions are responsible for notifying the reporting secretary or the Manager, Health and Safety (Human Resources) of the members representing their specific union on the OHC. Union members representing all unions shall be submitted to the recording secretary of the OHC on or about May 1 of each calendar year, with a start date of May 1.

Term of Office

OHC members (Employer and Employee) will hold office for a **three** year term and may be reappointed for a second or subsequent term.

It is recommended that only one new member, per trade union, be elected or appointed each year.

Co-Chairs

The University appoints the Co-Chair (Employer) from management members. The OHC Co-Chair (Employee) is determined on a volunteer basis, where possible, among the trade union OHC members.

EMPLOYER RESPONSIBILITY

The University of Regina, as employer, is committed to maintaining a safe workplace under *The Saskatchewan Employment Act*.

The University of Regina OHC serves to advise, recommend and monitor the effectiveness of the Health and Safety Management System for the University. For a detailed list of responsibilities see University Health and Safety Policy GOV-100-005 <https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html>

REPORTING

The OHC reports to the Vice-President (Administration). Each committee member acts as a liaison between the Committee and the occupational group and trade union they represent. The committee is responsible for making recommendations on policy, programs, and initiatives on the elimination of preventable harm; for initiating action with respect to all occupational health and safety matters and promoting a safe and healthy university.

MEETINGS

Agenda

Agenda format shall include attendance, approval of Agenda, approval of Minutes for the preceding committee meeting, report from a Local Safety Committee and/or other associated safety committees, new business (details of problem or concern, what action taken or proposed, name of person responsible), business arising (report of actions taken must remain in minutes until resolved), inspection reports, correspondence, safety training, incident report summary (quarterly), harassment report summary (annual), time and place of next meeting, adjournment. The recording secretary will call for Agenda items two weeks prior to the meeting and distribute Agenda (and all attachments) one week prior to the meeting.

Frequency

Every other month or otherwise, ensuring regular meetings are held at intervals not exceeding three months.

Quorum

At least half of committee members must be present and at least half of those present must represent employees; at least one of those present must represent the employer.

Attendance

OHC members are expected to attend all scheduled meetings (legislation requires quorum). Members that will be absent are responsible to notify the recording secretary of their absence. The recording secretary shall report to the respective union if a member misses two consecutive OHC meetings.

Meeting Chair

Each Co-Chair, where possible, shall interchange chairing meetings. The Co-Chair presides over the meeting and Agenda, ensures the maintenance of an unbiased viewpoint, and reviews previous Minutes and material(s) prior to each 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 required by The Ministry of Labour Relations and Workplace Safety (LRWS). Minutes are posted in **five** locations on the main University campus: **Centre for Kinesiology and Health Studies** (hallway to pool), **Education Building** (entrance to Riddell), **College West** (across from Parking & Trans. Services), **Classroom Building** (inside front entrance) and **Administrative Humanities Building** (across from Human Resources). Minutes are also posted on two bulletin boards within **Facilities Management** and published on University of Regina website ([UR Source](#)).

SPECIAL MEETINGS

Special meetings may be called by an OHC Co-Chair, UofR Health and Safety Manager, Health Officer and/or Director, Labour Relations and Workplace Safety (Occupational Health and Safety).

SUBCOMMITTEES

Subcommittees may be established, as required, to perform specific health and safety tasks when the need is identified by the OHC. These subcommittees report to the OHC through Health and Safety.

LOCAL SAFETY COMMITTEES

Local Safety Committees are established in academic and administrative units, as identified, to ensure 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.

A Local Safety Committee (LSC) representative is invited, where possible, to a scheduled OHC meeting to provide a summary of committee activities including challenges, accomplishments, inspections etc.

OHC TERMS OF REFERENCE REVIEW

The OHC Terms of Reference will be reviewed every three (3) years.

OHC TERMS OF REFERENCE AMENDMENT

OHC Terms of Reference may be amended by majority vote of the committee members.