

Chemistry-Physics Building Occupational Health and Safety Committee Terms of Reference

1. Name of health and safety committee

Occupational Health and Safety Committee for Memorial University's Chemistry-Physics Building

2. Constituency

- Office of the Dean of Science
- Department of Physics and Physical Oceanography
- Technical Services
- Facilities Management (Custodial)

3. Purpose of the committee

It is a joint committee made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve health and safety problems in support of a planned occupational health and safety program in the place of employment.

4. Functions of the committee

- Make recommendations for the establishment and enforcement of health and safety policies and practices.
- Participate in the identification of dangers to health and safety in places of employment, and recommend means of controlling the hazards.
- Obtain information from the employer and from other sources as necessary regarding the identification of existing or potential dangers to health and safety at the place of employment.
- Advise on and promote occupational health and safety programs for the education and information of the employer and workers.
- Receive, consider, and, where necessary, investigate complaints respecting health and safety of workers at the place of employment, and, where necessary, make recommendations to the employer.
- Maintain records regarding the complaints received and the resolution of those complaints.
- Where applicable, review the information resulting from monitoring and measuring procedures, and, where necessary, make recommendations to the employer.
- Participate in inspections at places of employment concerning health and safety of workers.
- Perform any other duties that an OH&S officer may assign to a committee.

5. Records

- The committee will keep accurate records of all matters that come before it.

6. Meetings

- The committee will meet quarterly, at a date to be decided in the preceding quarter.
- Special meetings, if required, will be held at the call of the chairpersons.
- A quorum of the committee shall consist of one-half of its membership, provided that both employer and worker members are equally represented.
- The committee will add procedures it considers necessary for the meetings.

7. Agendas and minutes

- An agenda will be prepared by the secretary under the direction of the chairpersons and distributed to members prior to the meeting.
- Minutes will be prepared as soon as possible after the meeting and will be made available to the OH&S committee, employer, workers, and the Commission.

8. Composition of the committee

- A committee shall consist of the number of persons that may be agreed to by the employer and the workers, but shall not be less than two nor more than 12 persons.
- An alternate worker member may be invited to attend meetings to help meet quorum. If all worker members are present, the alternate will be considered as a non-voting guest.
- One worker co-chairperson will be selected by the worker representatives on the committee.
- One management co-chairperson will be selected by the management representatives on the committee.
- Committee composition and performance will be evaluated on a yearly basis, during the winter meeting of the committee. This evaluation will consist of a discussion of the criteria outlined in Chapter 3, Section 10 of the Occupational Health and Safety Committees/Worker Health and Safety Representatives Reference Guide.
- Pursuant to the above items, co-chairs will be selected each year. There is no limit on the number of consecutive terms that a chair can serve, if selected by the committee.

9. Committee officers

- The committee shall select two co-chairpersons and secretary from its membership. Alternatively, as prescribed by the WHSCC Reference Guide, a non-voting secretary may be assigned from the employer.
- The chairperson shall:
 - i. Control the meetings
 - ii. Ensure the maintenance of an unbiased viewpoint
 - iii. Arrange the agendas

- iv. Review previous minutes and material prior to the meetings
- v. If a co-chair is unable to attend a meeting, a member of the committee will be asked to take the chair for that meeting. A worker member will replace the worker co-chair or a management member will replace the management co-chair. If both co-chairs are unable to attend, the meeting will be rescheduled.
- Secretary's duties will include
 - i. Arrangement of the meeting place.
 - ii. Notification of meetings to members
 - iii. Agenda preparation
 - iv. Minutes preparation
 - v. Forwarding a copy of the minutes to the employer for distribution
 - vi. All correspondence

10. Amendments

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