

January 2015

Local Health and Safety Committee Terms of Reference

Local Health and Safety committees (LHSC) represent faculties, departments, administrative areas and service areas or a combination thereof. The local health and safety committee's purpose is to engage workers and employer/university representatives by working cooperatively to identify and resolve health and safety concerns that are specific to their respective work areas.

The LHSC are VIU's means of consultation within our organization to review institutional health and safety programs, establish proactive communication, and assist VIU with preventing, reducing or eliminating incidents, accidents and injuries to the university community. The role of the committee is primarily consultative and the duties are to review, recommend and promote health and safety to the faculty, staff and students. The local health and safety committees also support Vancouver Island University's health and safety programs by coordinating and promoting health and safety activities in their respective areas.

Role

The role of the local health and safety committees include:

- Assist in creating a safe and healthy workplace;
- Assist with identification of employee concerns relating to health and safety;
- Promote compliance with applicable rules and regulations;
- Review incidents/accidents investigations from their respective work area(s);
- Make recommendations to the administrative head of unit or department chair;
- Liaise with Health and Safety Services;
- Promote and participate in annual emergency response drills when scheduled;
- Review written standard operating procedures (SOP) and make recommendations to the administrative head of unit for their improvement; particularly when new equipment or processes are introduced;
- Ensure incidents, accidents and injuries are reported to the administrative head of unit and Health and Safety Services;

- Participate in regular work site inspections and report any hazardous conditions found;
- Consider recommendations or suggestions from faculty, staff or students concerning health and safety issues and endorse them where warranted.

Responsibilities/Duties

LHSC members will undertake the following activities, within the area they represent:

1. Policies and Procedures

- Review health and safety policies, procedures, and programs, monitor effectiveness and make recommendations for their improvement;
- Review and make recommendations concerning such health and safety matters as, orders from WorkSafeBC, monthly incident reports and other reports as submitted for information, review and action ; and
- Address safety concerns that are not resolved through the normal line management structure.

2. Communication

LHSCs communicate by submitting safety committee minutes to Health and Safety Services (H&SS).

- Consider recommendations or suggestions from faculty, staff and students concerning health and safety issues, and address them where warranted;
- Promote safety awareness; and
- Immediately advise anyone who may be affected by any unsafe act or condition.

3. Site Inspections

- Participate in site inspections, review and distribute inspection summaries and monitor follow-up; and
- Participate in inspections conducted by regulatory agencies.

4. Incident Investigations

- Review reports of incidents and near misses, participate in incident investigations as required, and recommend corrective action.

5. Training

- Attend health and safety courses or seminars that are made available to committee members.

6. Safety Program Implementation

- Monitor and promote the implementation of safety programs in their areas.
- Contribute ideas and suggestions for improvement of health and safety;
- Work safely, and influence others to work safely;
- Promote and support personal safety and security within a safe learning and working environment.

7. Administration

- Keep written minutes of the issues discussed and forward copies to all committee members (including observers/resource people), represented Deans, Chairs, Directors, and VIU Health and Safety Services

Committee Membership

Each LHSC should consist of not fewer than four members who work in the area covered and are familiar with the local operations. The LHSC membership should provide representation from both the University (employer) and Faculty and Staff (workers).

Efforts should be made to ensure all major work groups or areas are represented on the LHSC.

Best Practice: *The members of the LHSC elect two Co-chairs, one Faculty or Staff representative and one Management representative, and a Recording Secretary. Both offices may not be held by Faculty and Staff representatives or by Management-nominated representatives at the same time.*

Committee Meetings

Committees should aim to meet on a monthly basis. If this is not possible, then committee members must make an effort to correspond with each other. Face to face or phone conversations between individual committee members should be followed up with an email outlining the content of the conversation and copied to the rest of the committee members.

Meetings should follow an agenda which contains, at a minimum, the following topics:

1. AGENDA
2. MINUTES
3. FOLLOW-UP ON ITEMS

4. **ROUND TABLE DISCUSSION**
5. **REVIEW OF INCIDENTS**
6. **REVIEW OF INSPECTIONS**
7. **INFORMATION ITEMS AND CORRESPONDENCE**
8. **MEETING ADJOURNED**

Committee Minutes

The Recording Secretary, or designate, records the minutes of each meeting and copies are distributed to:

1. All committee members
2. Administrative Heads of units
3. Health and Safety Services

The secretary also gathers correspondence among committee members which has occurred when a meeting has been postponed and provides a summary at the next committee meeting.

Copies of minutes are to be posted on designated bulletin boards and/or other method to share with all faculty and staff. Minutes from the previous three meetings should also be posted.

Committee Recommendations

Committee recommendations concerning the control of hazards or the improvement of prevention programs shall be directed to the administrative heads of unit who has operational responsibility for that work group. The unit head's response to these recommendations shall be delivered to the committee Co-chairs in time for the next committee meeting. Issues that have not been resolved to the satisfaction of the committee may be referred to Health and Safety Services for assistance. H&SS may forward the matter to the Joint Occupational Safety and Health Committee.