

University of Guelph, Kemptville Campus Joint Health and Safety Committee

TERMS OF REFERENCE

Effective: January 2010

**Director,
University of Guelph, Kemptville**

Campus

Applicable Legislation:

Occupational Health and Safety Act (OHSA), R.S.O. 1990, Sections 9(18), 42(3)

Intent: To outline responsibilities of Kemptville Campus Joint Health and Safety Committee.

1. Academic and administrative units of the campus shall encourage and support the Joint Health and Safety Committee activities (e.g. workplace inspections, incident investigations and reporting, etc.).
2. The committee shall be composed of at least 5 members and at least half the members of shall be employees from the workplace who do not exercise managerial functions.
3. All bargaining employee units in the workplace (CARG, P&M, Faculty and Exempt) shall have at least one representative on the Campus Joint Health and Safety Committee. Employee members should be elected by employees from the local workplace.
4. Employer members shall be appointed by the Director
5. Two members shall co-chair the committee, one worker and one management member.
6. A minimum of two members shall be certified, one worker and one management member.
7. A committee quorum shall consist of a minimum of two worker members and one management member, with the meeting being postponed in the event that quorum is not met.
8. Appointments to and resignations from the campus Joint Health and Safety Committee shall be reported to the University Environmental Health and Safety Department. Committee members normally are appointed for five-year renewable terms. Worker Co-Chairs are selected by the worker representatives of the Committee. The Co-Chairs may serve consecutive two-year terms.
9. The campus Joint Health and Safety Committee shall meet at least once every three months. A proposed meeting schedule should be set at the start of the year and confirmed at the end of each meeting. Additional meetings can be called by any member as required.. The Committee shall meet for the purposes outlined in *OHSA Section 18* and shall:
 - (a) review the functioning of the internal responsibility system in their respective workplaces
 - (b) review workplace occupational health and safety programs
 - (c) review Committee inspection reports and establish Committee inspection

- schedules
 - (d) review accident/incident/near-miss reports
 - (e) make recommendations to improve internal responsibility, workplace health and safety conditions, and safety training for employees.
10. Workplace inspection reports shall be sent to the appropriate manager on campus and a copy forwarded to the University Industrial/Agricultural Safety Officer. Summaries of workplace inspection reports shall be included in the minutes of Campus Joint Health and Safety Committee meetings.
 11. The minutes of committee meetings will document workplace inspection schedules, the outcome(s) of any incident or accident investigation(s) and any recommendations. Minutes of meetings will be prepared by the Secretary appointed by the Director, and proof read by the Committee prior to posting. Meeting minutes will be sent to Campus Management staff and posted on the Administration Building workplace safety bulletin board and on the Campus website "P" drive.
 12. The Director shall appoint Departmental Safety Officers as required by operational needs and shall notify the Environmental Health and Safety Department of such appointments (to promote information exchange and networking).

Guidelines:

The primary purpose of the Campus Joint Health and Safety Committee is to assist the Central Joint Health and Safety Committee by conducting local workplace inspections and eliminating workplace hazards.

All personnel in the workplace will be aware of the names and locations of their local safety representatives. This information will be posted on the workplace safety bulletin board.

The University Environmental Health and Safety Department maintains a list of the Campus Joint Health and Safety Committee, which is available on the EHS website at <http://www.uoguelph.ca/HR/ehs/>.

Prepared by:
University of Guelph, Kemptville Campus
Joint Health and Safety Committee
January 2010