



## Local Health and Safety Committee Terms of Reference

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Date of Issue: 11.12.12

### 1. Introduction

*UBC Policy #7, University Safety*, states that, "It is the responsibility of the University acting through administrative heads of unit to establish department or building safety committees... safety committees carry out the safety programs within their areas and make recommendations to ensure that the safety objectives of the University can be achieved." For the sake of simplicity, Area/Building Safety Committees shall be collectively referred to as Local Health and Safety Committees (LHSC). LHSCs communicate with the University Health and Safety Committee (UHSC) through the Department of Risk Management Services (RMS) and/or through periodic attendance at UHSC meetings. LHSCs submit meeting minutes to RMS which will be summarized and presented to the UHSC.

All Departments/Areas/Buildings must have representation in the LHSC. Areas or Buildings which contain multiple Departments must have a Building/Area LHSC (which must include representatives from all Departments located within the Building/Area).

### 2. 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 equal representation from both the University (employer) and the Faculty and Staff (workers). Employer representatives are appointed by the administrative head of unit and worker representatives will be elected or appointed by their peers. Efforts should be made to ensure all major work groups or areas are represented on the LHSC.

All students who are employed by the University will be considered "Staff" and, if they are worker representatives on the LHSC will have voting rights on the committee. Students who are not employed by the university are to be encouraged to be ex-officio non-voting members of the LHSCs in Areas/Buildings frequented by students, as they can provide useful Health and Safety input from a student/user perspective.

The members of the LHSC then elect two Co-chairs and a Recording Secretary. Members of the Committee shall bi-annually elect one Faculty or Staff representative and one Management representative as Co-chairs at the June meeting. Both offices may not be held by Faculty and Staff representatives or by Management-nominated representatives at the same time. The nominating committee will consist of the current Co-chairs, who will meet at the beginning of May of their second year. The nominating committee is charged with the responsibility of developing a list of candidates for the positions of Co-chair. These nominations shall be distributed to all LHSC members prior to the May meeting. Further nominations may be received from the floor at the May meeting. Elections will be held at the June meeting with the elected Co-chairs taking office immediately following the election at the June meeting. The Recording Secretary is elected by all LHSC members.



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The Building Emergency Director must also be included in all meetings that include discussion about the Building Emergency Response Plan (BERP) and any other building-related emergency matters.

### 3. Role of the Local Health and Safety Committee

In order to monitor health and safety programs the committee should:

1. In consultation with the Building Emergency Director, ensure the Building Emergency Response Plan (BERP) is complete and updated annually. As a part of this process, Emergency Procedure Key Plans must be reviewed to verify they are correct, up to date and posted in appropriate locations;
2. Ensure annual emergency response drills are scheduled and conducted;
3. 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;
4. Ensure accidents are reported to the administrative head of unit and RMS;
5. Participate in incident/accident investigations and make recommendations to the administrative head of unit and RMS regarding corrective actions. Participate in regular work site inspections and report any hazardous conditions found;
6. LHSC representatives are to accompany WorkSafeBC officers on inspections as required by the regulations;
7. Review and make recommendations to the administrative head of unit and RMS concerning inspection reports from WorkSafeBC;
8. Consider recommendations or suggestions from faculty, staff or students concerning health and safety issues and endorse them where warranted;
9. Include, in all its activities, consideration of conditions or circumstances that may affect the personal security of faculty, staff or students;
10. Conduct reviews of the health, safety and personal security programs in their units.

### 4. Committee Meetings

Meetings should be held at least once per month, preferably the same day of each month (for example, every fourth Tuesday). If a meeting is cancelled then committee members must make an effort to correspond with each other. Face to face or phone conversations between individual committee members must 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. Roll call or attendance. Employer, Worker and non-staff student representation to be identified in minutes;
2. Reading and acceptance of minutes of the last meeting;
3. Report of actions taken as a result of items arising from the minutes;
4. Reading of correspondence;



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5. Report of committee members who have conducted inspections;
6. Inspection reports from WorkSafeBC officers;
7. Reports of accident/incident investigations, causes and means of prevention;
8. Recommendations for improvement in health and safety programs such as training needs, awareness programs, hazard communication or specific hazard abatement actions (recommendations brought forward in the meeting must have a designate responsible for its follow-up);
9. New business;
10. Time and place of next meeting;
11. Adjournment.

### **5. Committee Minutes**

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

1. All committee members
2. Administrative head of unit
3. Risk Management Services

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

Copies of minutes are to be posted on designated bulletin boards. Minutes from the previous three meetings must also be posted.

### **6. Committee Recommendations**

Committee recommendations concerning the control of hazards or the improvement of prevention programs shall be directed to the administrative head 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 RMS for assistance. RMS may forward the matter to the UHSC.

### **7. Duties of Members and Officers**

The duties of the LHSC members are to:

1. Report unsafe conditions or practices to area supervisor
2. Attend all safety committee meetings;
3. Report all accidents or near misses;
4. With the cooperation of the Building Emergency Director, ensure that the BERP is complete and up to date;
5. Conduct inspections;



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6. Investigate all reported accidents;
7. Contribute ideas and suggestions for improvement of health and safety;
8. Work safely, and influence others to work safely;
9. Immediately advise anyone who may be affected by any unsafe act or condition;
10. Attend health and safety courses or seminars that are made available to committee members;
11. Promote and support personal security within a safe learning and working environment.

### **8. Duties of the Co-Chairs**

1. Arrange for a time and place for meetings;
2. Prepare and distribute an agenda before the meetings;
3. Review previous minutes and materials prior to each meeting;
4. Report on the status of suggestions and recommendations;
5. Guide committee discussions towards definite conclusions.

### **9. Duties of the Recording Secretary**

1. Prepare minutes of the meeting and submit them to RMS;
2. Distribute the minutes to committee members and post copies of minutes on designated bulletin boards. Minutes from the previous three meeting must be posted;
3. Write reports and correspondence;
4. Document and report annual emergency response drills and dates of BERP updates to RMS;
5. Gather correspondence among members which has occurred when a meeting has been cancelled and provide a summary at the next committee meeting.

### **10. Review of the Terms of Reference**

The *Terms of Reference* of the LHSC shall be periodically reviewed and amended by the University as required.