

University of King's College
OCCUPATIONAL HEALTH & SAFETY COMMITTEE
Established January 1995

COMMITTEE MEMBERSHIP

The Committee will be composed of eight to twelve members. Members are to be elected by the group members they represent, including one from each of the following:

Administration
Athletics
Dean of Residence / Student Staff
Faculty
Food Services
Housekeeping
Maintenance
Staff

One to four people will be appointed by the university, in particular to provide (if necessary) for the appointment of a Chair and a Vice Chair.

TERMS OF REFERENCE

The Committee shall:

- Recommend policies and procedures for all aspects of health and safety within the University to the Property, Grounds and Safety Committee.
- Consult with the Management contact (the Bursar) regarding issues which require immediate management involvement.
- Recommend to the Property, Grounds and Safety Committee such alterations to physical facilities or work practices as it deems necessary or advisable.
- Respond to health and safety concerns, complaints, or work refusals, raised by members of the University.
- Participate in and/or receive reports of investigation of accidents in conjunction with a representative from the Nova Scotia Department of Labour, or other appropriate government or contractor representatives.
- Participate in and/or receive reports of building audits, inspections, and workplace testing and orders issued by Nova Scotia Department of Labour officers.
- Evaluate and make recommendations to the Property, Grounds and Safety Committee on the training that Committee members require to function effectively.
- Annually review the University of King's College Occupational Health and Safety Policy and the Health and Safety Program, providing recommendations to the Management contact (the Bursar) for changes, when appropriate.
- Maintain minutes of meetings and records of correspondence and activities.

- Develop procedures necessary to carry out the Committee's functions, taking into account the requirements of the Nova Scotia Occupational Health and Safety Act and associated regulations.
- Maintain contact with, and support, local and departmental health and safety committees.

A. Chair Person

1. Term:
A Chair Person will serve a two year term beginning in August of each year.
2. Selection of Chair Person:
As a first option the Chair Person will be chosen first from among their numbers by members elected by the employee groups. If this is not possible, the Chair person may be appointed from the members appointed by the University.

B. Vice Chair Person

1. The Vice Chair Person will be elected annually from the Committee membership.
2. The Vice Chair Person will act as Chair Person in the absence of the Chair Person.

C. Meetings

1. Schedule:
The Committee will meet at minimum four times annually and at such other times as the Chair Person may consider necessary. The schedule for the year will be established at the beginning of each academic year and as much notice as is possible will be provided if other meetings are required. Reminders for upcoming meetings will be sent out one week in advance.
2. Agenda:
Any member may place items on the agenda for discussion at a Committee meeting. When possible, members should advise the Chair Person in advance of the meeting to allow relevant papers to be circulated and to allow Committee members adequate time for preparation.
3. Administrative Functions:
Arrangements for the meetings, notification of scheduled meetings to University members, recording of minutes, preparation of agenda and other administrative duties are the responsibility of the Chair Person. Minutes of all meetings will be made readily available to all members of the University community in print format in the Senior Common Room.

4. **Conduct of Meetings:**
Meetings will be conducted by the Chair Person. In the absence of the Chair Person, the Vice Chair Person will conduct the meeting.
5. **Quorum:**
At regular meetings a quorum will consist of one half of the committee membership. In the absence of a quorum, a Committee meeting will continue but no formal votes may be conducted.
5. **Voting:**
The Committee will normally seek to operate by consensus without the need for formal votes. When a member requests a formal vote and there are sufficient member numbers to establish quorum, a motion will be carried when supported by one half plus one of the members present at the meeting.

C. Sub-Committees

As required, the Committee will form sub-committees to carry out tasks on behalf of the Committee.

D. Responding to Work Refusals

As described in Section 43 of the Act, the Committee may be asked to consider a work refusal raised by an employee of the University who believes that the concerns which prompted the work refusal have not been adequately addressed by the employee's supervisor.

Procedure:

- i. Upon learning of a work refusal requiring a Committee response, a member of the Committee will immediately notify the Chair Person.
- ii. The Chair Person will schedule a special meeting providing as much notice as possible in the circumstances. Every effort will be made to hold the meeting within 3 working days.
- iii. Those members able to attend the special meeting will constitute the Committee as described in Sections 17 (2), 43 (1) of the Nova Scotia Occupational Health and Safety Act.
- iv. Having considered the information provided by the person exercising the right to refuse, and such other information as the Committee consider appropriate, the Committee will:
 - Unanimously advise the employee to return to work, or
 - Make such other recommendations to the employee or the University as the Committee feels appropriate. These recommendations will be made within 5 working days.

E. Responding to Serious Accidents

Should a serious accident occur, the Chair person will immediately inform the members of the Occupational Health and Safety Committee, and will initiate an accident investigation, in consultation with a representative from the Nova Scotia Department of Labour, as follows:

- In the case of a non-life threatening accident an accident report is to be completed immediately by the individual (or department manager) and submitted to the Chair.
- In the case of a life threatening accident, immediately notify the Bursar.