



UNIVERSITY OF SASKATCHEWAN

LOCAL SAFETY COMMITTEE TERMS OF REFERENCE

April 2017

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Local Safety Committee

Terms of Reference

1 Purpose of Local Safety Committees

The University of Saskatchewan is committed to providing leading edge occupational health, safety and environmental programs, services and support for local safety management systems (SMS) that prevent injuries and contribute to the engagement of employees and to the success of the university in its education and research goals.

The University of Saskatchewan established Local Safety Committees (LSCs) to play a vital role in achieving this commitment. LSCs assist in the identification and resolution of local health, safety and environmental issues within the wide variety of workplaces found across the university campus.

LSCs allow the University of Saskatchewan to meet or exceed legal and regulatory requirements under the Saskatchewan Employment Act, Part III (2013) and Occupational Health and Safety Act and Regulations (1996). Thereby helping ensure all staff, faculty and students can and will:

- Conduct work and research in a safe manner, in a safe environment, with all requisite training;
- Participate in local and proactive occupational health and safety processes; and,
- Identify and resolve local safety concerns in a timely manner.

The LSCs work under the auspices of the University of Saskatchewan institutional Occupational Health Committee (OHC). Each LSC has been assigned an institutional OHC representative to ensure two-way communication is maintained between the LSCs and the OHC.

A complete list of LSCs are outlined in Appendix A, including risk level of workplaces represented – high, moderate or low risk.

2 Local Safety Committee Role and Function

The LSC is to monitor the workplace, receive concerns and suggestions from personnel relating to occupational health and safety, provide advice and make recommendations for eliminating or controlling workplace hazards, and follow up on issues to ensure safe research and work environments. This includes the following roles and functions:

- a. Receive, consider, and resolve matters respecting the health and safety of employees and students and any sub-standard conditions in the workplace environment;
- b. Participating in the identification and control of health and safety hazards in or at the place(s) of employment, by conducting and following up on regular documented workplace inspections;
- c. Working and cooperating with Safety Resources through regular communication and participating in efforts to improve employee health and safety and the workplace environment;
- d. Establishing, promoting, and recommending the means of delivery of occupational health and safety programs for the education, training and awareness of employees;





e. Maintain records pursuant to section 3-27 of the Act;

Duties of committees

3-27(1) The duties of an occupational health committee are the following:

- (a) to participate in the identification and control of health and safety hazards in or at the place of employment;
- (b) to cooperate with the occupational health and safety service, if any, established for the place of employment;
- (c) to establish, promote and recommend the means of delivery of occupational health and safety programs for the education and information of workers;
- (d) to maintain records with respect to the duties of the committee pursuant to this section;
- (e) to investigate any matter mentioned in section 3-31;
- (f) to receive, consider and resolve matters respecting the health and safety of workers;
- (g) to carry out any other duties that are specified in this Part or the regulations made pursuant to this Part.

(2) An employer or contractor shall ensure that the duties of the occupational health committee imposed by this Part or the regulations made pursuant to this Part are not diminished by any other committee established within the place of employment by the employer or contractor.

2013, c.S-15.1, s.3-27.

f. Investigate any matter pursuant to section 3-31 of the Act;

Right to refuse dangerous work

3-31 A worker may refuse to perform any particular act or series of acts at a place of employment if the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker's health or safety or the health or safety of any other person at the place of employment until:

- (a) sufficient steps have been taken to satisfy the worker otherwise; or
- (b) the occupational health committee has investigated the matter and advised the worker otherwise.

2013, c.S-15.1, s.3-31.

g. Other duties pursuant to Part III of the Act and the OHS Regulations.

3 Local Safety Committee Membership

- a) The LSC shall consist of at least one management representative, and endeavour to include all bargaining groups. However, the LSC structure shall be based primarily on participation from all of the functional work groups represented by the LSC;
- b) When more than one college or department is represented by a single LSC, there must be at least one representative from each college or department. Further, there must be a clear connection to management from each college or department represented by the LSC in order to facilitate effective follow up;
- c) The LSC shall have two co-chairpersons, one designated by management and one selected by the employee members of the committee. Both co-chairpersons have the same rights and responsibilities, including the right to call and chair meetings (See Section 5 for more information);





- d) LSC members shall endeavour to have an alternate, to help ensure continual representation by the committee; and,
- e) LSC members serve for a term of three years, though members may serve for more than one term. If a member wishes to discontinue his/her membership, that person should remain on the committee until a replacement has been selected.

4 Duties of Local Safety Committee Members

LSC members are responsible to perform the following functions:

- a) Attend and participate in LSC meetings and associated activities (inspections and training);
- b) As assigned and/or scheduled, participate in fulfilling LSC follow up activities, including:
 - Conduct regular and documented LSC inspections (frequency to be based on risk level) and follow up to resolve identified sub-standard acts and/or conditions;
 - Support the development of written Safe Operating Procedures (SOPs), and associated documented training records for all high and moderate risk work or research activities;
 - Maintain and continually improve local emergency response plans, including written lab-level emergency shut down procedures for all high risk research environments;
 - Support the development of local safety management systems to manage employee health and safety and the workplace environment in a diligent manner;
 - Collaboration with other LSCs across campus; and,
 - Facilitate safety management system assessments and support recommendations for continual improvement.
- c) Provide input on college/division and department, laboratory and fieldwork health and safety policies, programs and services; help develop written safe work plans for all identified moderate and high risk work activities
 - For both on and off campus work or research activities,
 - For work or research activities occurring during and after regular work hours;
 - For any employee or student working alone in any high or moderate work or research environment.
- d) Provide advice and guidance on health and safety concerns or issues presented to the LSC;
- e) Determine issues or concerns that cannot be resolved by the LSC and therefore must be referred to the institutional OHC for further consideration, and resolution;
- f) In cooperation with Safety Resources, participate in investigations and follow up of any serious incidents or dangerous occurrences as defined in Sections 8 and 9 the Saskatchewan Occupational Health and Safety Regulations (See Section 7 for more information);
- g) Receive, review and investigate refusals to perform dangerous work as defined in Part III of the Saskatchewan *Employment Act*;





- h) Promote health and safety throughout the college/division and all departments;
- i) Communicate LSC activities and initiatives to all faculty, staff and students by:
 - Routinely asking those represented by the committee if they have any health and safety concerns (prior to LSC meetings);
 - Making LSC information readily accessible to all those represented by the committee, including a current list of LSC members and contact information; and,
 - Regular posting of LSC minutes, either electronically or on an OHS bulletin board.
- j) Any other duties as specified in the Saskatchewan *Employment Act* and the *Occupational Health and Safety Regulations*.

5 Additional Duties of Local Safety Committee Co-Chairpersons

Both co-chairpersons have the same rights and responsibilities as defined below and as stated in the Saskatchewan *Employment Act, Part III* and the *Occupational Health and Safety Regulations*.

- a) Co-chairpersons set the LSC meetings schedule and meeting location. The general expectation is that LSC meetings occur on a regular predetermined schedule, shared with all LSC members through a recurring Outlook meeting invite;
- b) A meeting agenda shall be distributed prior to the meeting, together with the minutes from the previous meeting; co-chairpersons set the agenda for LSC meetings in consultation with LSC members; arrangements for setting the agenda rests with the co-chairs;
- c) Take accurate minutes of the LSC meeting, or assigning this duty to a willing LSC member;
- d) Keeping the LSC membership list up-to-date, and adding/removing members from contact list;
- e) Co-chairpersons shall keep the college/division and departments leadership team(s) and the OHC informed about the activities of the committee, this includes forwarding completed LSC minutes and inspections to the OHC at safetyresources@usask.ca; and,
- f) Either co-chairperson may call additional, special or emergency meetings, in consultation with Safety Resources and the institutional OHC.

6 Local Safety Committee Meetings

- a) LSC meetings shall generally be held quarterly. Higher risk work groups may meet more frequently (monthly or every two months), while lower risk work groups may meet less frequently (biannually);
- b) Additional meetings may be called as required by co-chairpersons, in consultation with Safety Resources and the institutional Occupational Health Committee;
- c) Committees are governed and operated by consensus;
- d) There must be a quorum at every committee meeting. To ensure quorum, one half of the committee members must be present with representation from employer and employee members; and,



- e) Committee minutes must be maintained and readily available within two weeks after the meeting. Minutes must be updated routinely for each meeting to document progress of follow up activities.

7 Reporting Serious Injuries and Dangerous Occurrences

All personnel, faculty and students at the university must immediately report all workplace incidents, injuries and near misses to Safety Resources – including serious injuries and dangerous occurrences. All serious injuries and dangerous occurrences must also be immediately reported to the government Ministry of Labour Relations and Workplace Safety (MLRWS). This includes:

- Serious injury or bodily harm that causes or may cause death and/or requires an employee to be admitted to a hospital as an in-patient for 72 hours or more, as per Section 8 of the OHS regulations.
- A Dangerous Occurrence is a situation that did not cause, but may have caused a serious injury or a fatality. See Saskatchewan OHS regulations Section 9, for more information.

Safety Resources and the institutional OHC will lead related investigations and liaise with the MLRWS. The LSC and personnel from area where the serious injury or dangerous occurrence happened will actively participate in the investigation and in implementing corrective actions to prevent any reoccurrence.

8 Local Safety Committee Member Training

INTERNAL SAFETY COMMITTEE TRAINING – All LSC members will receive orientation to the current LSC Terms of Reference as internal committee training.

EXTERNAL SAFETY COMMITTEE TRAINING – All LSC members shall register for and complete:

A) The Level I Committee Training (free classroom session) *OR* the **Workplace Inspection** online course (for \$10 fee which must be paid online at the time of registration)

B) The Level II Committee Training (free classroom session) *OR* the **Workplace Incident Investigation** online course (for \$10 fee which must be paid online at the time of registration)

This training is provided by WorkSafe Saskatchewan, a partnership between the Ministry of Labour Relations and Workplace Safety and the Saskatchewan Employees' Compensation board. Time completing this training is considered as work time.

This is the link to register for WorkSafe training: <http://www.worksafesask.ca/training>

LSC members are also expected to have current all relevant institutional safety training and local job-specific training for their work.

9 Confidentiality

Members of the committee will periodically be in possession of information of a confidential nature.

Such information shall not be disclosed to persons other than members of the committee or Safety Resources without consultation with the committee and Safety Resources.





10 Appendix 1 – List of Current Local Safety Committees

	Local Safety Committees	Unit(s) Risk Level *	Meeting Frequency **
1	*Administration	Low	Quarterly
2	College of Agriculture and Bioresources	High	Quarterly
3	College of Arts & Science, Division of Science	High	Quarterly
4	College of Arts & Science, Division of Social Sciences (Includes College administration)	Low	Quarterly
5	College of Arts & Science, Division of Humanities and Fine Arts	Moderate	Quarterly
6	University Library	Moderate	Quarterly
7	College of Dentistry	High	Quarterly
8	College of Education	Moderate	Quarterly
9	College of Engineering	High	Monthly
10	DEU/USLC (Williams Building)	Moderate	Quarterly
11	College of Kinesiology	High	Every 2 Months
12	*Health Sciences	High	Quarterly
13	College of Nursing	Moderate	Quarterly
14	Western College of Veterinary Medicine	High	Quarterly
15	Information and Communication Technology	Moderate	Quarterly
16	Consumer Services Division	High	Monthly
17	Facilities Management Division	High	Monthly
18	Vaccine and Infectious Disease Organization	High	Quarterly
19	*Office of the Vice-President Research	High	Quarterly
20	College of Law, Edwards School of Business, and Diefenbaker Building	Low	Semi Annual
21	Station 20 West (Off-campus OHC)	Moderate	Quarterly
22	West Winds Medical Facility (Off-campus OHC)	High	Quarterly
23	*Crop Science Field Laboratory (Off-campus OHC)	High	Quarterly

* Unit Risk Level determined by review of work, research and fieldwork activities, including unit personnel and Safety Resources.

** Meeting Frequency is determined by risk level and by unit leadership.

* **Administration LSC** includes Financial Services Division; Office of the President; Student and Enrolment Services Division; University Relations; Office of the Vice-President Finance & Resources; Gordon Oakes Red Bear Student Centre

* **Health Sciences LSC** includes College of medicine; OBGyn & Path/SHR; CHSDO/ Research Labs; CH&E; CHHSA; West Winds; Heath Sc Supply Centre; Pediatrics /SHR; CHSDO/CLRC; Admin Office Rep; College of Pharmacy and Nutrition; FMD (Zone Manager); Biochemistry & Microbiology Sc /Student Labs; Large Animal Surgery Unit

* **Office of the Vice-President Research LSC** includes Global Institute for Food Security; Global Institute for Water Security; Industry Liaison Office; Research Services; Saskatchewan Structural Sciences Centre; Special Advisors to Karen Chad; Toxicology Centre; International Centre for Northern Governance and Development; Vice-President Research Executive Office

* **Crop Science Field Lab OHC** includes Kernan Farm, Horticulture Field Lab, AG Green House, Soil Science Labs





11 Appendix 2 – LSC Terms of Reference One-Page Summary

Thank you for serving on your Local Safety Committee. The work you do on this committee benefits the entire campus community, and more specifically those staff, faculty and students represented by this committee. This is a one-page summary of the LSC Terms of Reference for quick reference.

Purpose of LSCs:

LSCs allow the University of Saskatchewan to meet or exceed legal and regulatory requirements under the Saskatchewan Employment Act, Part III (2013) and Occupational Health and Safety Act and Regulations (1996).

Role and Function of LSCs:

The LSC is to monitor the workplace, receive concerns and suggestions from personnel relating to occupational health and safety, provide advice and make recommendations for eliminating or controlling workplace hazards, and follow up on issues or concerns to ensure safe work and research environments.

LSC Membership:

The LSC shall have at least one management member, and shall have two co-chairpersons. The structure of the LSC is primarily organized to ensure representation of all functional work groups served by the committee. LSC members shall serve for at least three years and should have a designated alternate member if meeting attendance is not regular.

Duties of LSC Members:

LSC members shall attend and participate in LSC meetings with the goal of identifying and resolving health, safety and environmental concerns brought forth to the LSC. This is primarily achieved through:

- Discussion at LSC meetings, as well as with colleagues, researchers and students between meetings;
- Assisting in regular documented LSC inspections of work spaces represented by the committee, and forwarding these inspections to the OHC, at safetyresources@usask.ca;
- Inspection follow up to address deficiencies or sub-standard act and/or conditions; and,
- Other duties as outlined in the LSC Terms of Reference.

Additional Duties of LSC Co-Chairpersons:

Co-chairpersons shall determine the schedule of LSC meetings, this includes determining the meeting space and creating an agenda. Co-Chairs will chair the LSC meetings, and assign a LSC member to take minutes, and ensure the minutes are available to the represented work unit(s) within two weeks.

LSC Meetings:

LSC meetings shall be held on a predetermined schedule, on a frequency fitting the risk level of the work environment. There must be quorum; decisions reached through discussion and consensus.

Reporting Serious Injuries and Dangerous Occurrences:

All serious injuries and dangerous occurrences must be reported to Safety Resources immediately, then to MLRWS. An OHC investigation will then be conducted with LSC participation.

LSC Member Training:

All LSC members shall register and attend all required training outlined in the LSC Terms of Reference.

Confidentiality:

LSC members will maintain confidentiality as necessary, when conducting committee business.



12 Appendix 3 – Local Safety Committee Inspection Form

University of Saskatchewan

LOCAL SAFETY COMMITTEE INSPECTION REPORT

Safety Resources

INSPECTION SUMMARY:

LSC:		Date:	
Building:		College or Department:	
Area/Lab:		Area/Lab Supervisor:	

INSPECTORS:

Name:	Representing:	Signed:	Dated:
	<input type="checkbox"/> LSC <input type="checkbox"/> OHC <input type="checkbox"/> Work Group:		
	<input type="checkbox"/> LSC <input type="checkbox"/> OHC <input type="checkbox"/> Work Group:		
	<input type="checkbox"/> LSC <input type="checkbox"/> OHC <input type="checkbox"/> Work Group:		
	<input type="checkbox"/> Other:		
	<input type="checkbox"/> Other:		

INSPECTION RECORD:

Refer to the inspection points and make short, general comments here; issues requiring follow up are listed in the Corrective Action Plan, on page 2.

Inspection Points:	Comments:
Workplace Condition General tidiness, ventilation, exits and entrances	<input type="checkbox"/> Good,
Environment Condition Air quality, noise, temp, humidity, other	<input type="checkbox"/> Good,
Facility Condition Shelves, doors, hallways, windows, elevators, other	<input type="checkbox"/> Good,
Emergency Response Plan Is up to date, exit routes clear (1.1m+), extinguishers	<input type="checkbox"/> Good,
Electrical Safety Cords, plugs, extension cords, appliances, Standards	<input type="checkbox"/> Good,
Ergonomics & Material Handling Rolling carts, cylinder carts	<input type="checkbox"/> Good,
Ladders & Stools (working off the floor)	<input type="checkbox"/> Good,
Condition of Storage Areas Secure, organized, ceiling clearance 41 cm	<input type="checkbox"/> Good,
Condition of Equipment, Tools, Ovens & Instruments Good operating condition, manuals, SOPs, log books	<input type="checkbox"/> N/A, <input type="checkbox"/> Good,
Glassware & Apparatus Condition Age, components, complexity, pressure, heat, SOP, other	<input type="checkbox"/> N/A, <input type="checkbox"/> Good,
Chemical Safety & WHMIS Standards Inventory up to date, labels, training, proper storage, SOP	<input type="checkbox"/> N/A, <input type="checkbox"/> Good,
Biosafety & Radiation Safety Permits, Procedures, training, SOP	<input type="checkbox"/> N/A, <input type="checkbox"/> Good,
Eyewash Tested Weekly Emergency shower tested regularly	<input type="checkbox"/> N/A, <input type="checkbox"/> Good,
Fumehood Operating Normally	<input type="checkbox"/> N/A, <input type="checkbox"/> Good,
Other:	

DECEMBER 2016 – LSC Inspection Checklist and Report



CORRECTIVE ACTION PLAN:

If there is any question about how to safely control an identified hazard and associated risk, stop work if required. Discuss this with local area supervisor prior to conducting work. Refer to and complete all boxes to show follow up has been addressed and then mark complete, or refer to LSC for further follow up. Once completed, forward this inspection report to the institutional OHC at safetyresources@usask.ca for review.

Ref. #	Identified Hazard or Risk	Corrective Action or Hazard Control	Responsible Party for Follow Up	Follow up	Complete	Referred to LSC	Initial
1					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

OCCUPATIONAL HEALTH COMMITTEE INSPECTION REVIEW

Date:	Name:	Signed:
Date:	Name:	Signed:

DECEMBER 2016 – LSC Inspection Checklist and Report

