

**University of Saskatchewan
Local Safety Committee**

Terms of Reference

1. Introduction

The responsibility to ensure, insofar as is reasonably practicable, a safe and healthy workplace rests on the University of Saskatchewan as employer under the Saskatchewan Ministry of Advanced Education, Employment and Labour *Occupational Health and Safety Act, 1993*, and the *Occupational and Safety Regulations, 1996*.

In accordance with *Occupational Health and Safety Act*, the University of Saskatchewan has established an Occupational Health Committee to provide a forum for consultation between the University of Saskatchewan and representatives of its employees concerning health and safety issues in the University workplace.

Operating under the auspices of the Occupational Health Committee, Local Safety Committees (LSC) play a key role in both the identification and the resolution of health and safety issues in the workplace at the college and division level.

To support health and safety, the University has established a Workplace Safety and Environmental Protection Unit (WSEP) to develop health and safety and environmental protection programs, provide advice and technical support, develop and deliver safety training and ensure compliance with applicable legislation.

2. Responsibilities of Division Heads and Deans

In accordance with the University of Saskatchewan Workplace Responsibilities System, administrative responsibilities are delegated to department heads, deans and administrative unit heads in support of health and safety and Local Safety Committees.

It is the responsibility of the Division Heads and Deans to:

- a) Develop a working knowledge of University health and safety policies and applicable health and safety legislation.
- b) Promote safety in the workplace by encouraging workers to take an active role in identifying, reporting and resolving health and safety concerns.
- c) Establish a Local Safety Committee (LSC) with the assistance of the Workplace Safety and Environmental Protection Unit (WSEP).

- d) Ensure that the LSC membership fairly represents the work environment and the activities taking place.
- e) Ensure that the LSC meets at least a quarterly.
- f) Support LSC activities through the provision of administrative and clerical support, printing and communication services.
- g) Review committee minutes with the LSC representative.
- h) Allocate the necessary resources to eliminate or control hazards in the workplace.
- i) Review and discuss committee minutes at departmental meetings.

3. Membership of the Local Safety Committee

A Local Safety Committee should contain a minimum of four members.

Local Safety Committee members are appointed by the Division Head or Dean and are to be drawn from a range of work areas and trade unions representative of the activities taking place in the work environment.

The Division Head or Dean, or designate, shall be a permanent member of the LSC and act as the Chairperson for committee meetings.

One member of the LSC is to be designated as Committee Secretary.

The configuration of the Local Safety Committees (LSC) at the University of Saskatchewan is defined in the document entitled *Configuration of Local Safety Committees* available on the WSEP website.

Local Safety Committee member names, telephone numbers and email addresses are to be posted in prominent locations (e.g. OHC bulletin board) in the college or division as well as on the WSEP website.

4. Functions of the Local Safety Committee

The functions of the Local Safety Committee (LSC) are to:

- a) Promote health and safety at the University with a focus towards the Workplace Responsibility System and injury prevention.
- a) Assist in identifying, eliminating and/or controlling hazards in the workplace.
- b) Receive, review and respond to local safety concerns in cooperation with the WSEP that have not been resolved between a worker and his/her supervisor.
- c) Conduct workplace inspections. The frequency of inspections is to be determined based on the identified risks in the workplace. Workplace inspections shall be conducted at least once per year.
- d) Provide input to the Division Head or Dean concerning the management of safety issues in the workplace.
- e) In consultation with WSEP, refer to the Occupational Health Committee (OHC) any concerns which the LSC is unable, after diligent effort, to resolve.
- f) Refer dangerous work refusals to the OHC.
- g) Cooperate with WSEP and the OHC.

Accidents involving a fatality or serious injury and dangerous occurrences are to be reviewed by the OHC in cooperation with WSEP.

5. Duties of the Local Safety Committee Secretary

The Local Safety Committee Secretary is to:

- a) Prepare meeting agendas and schedule meetings in cooperation with committee members.
- b) Record the meeting minutes.
- c) Maintain committee records.
- d) Provide information to the OHC through WSEP.

6. Meetings

Local Safety Committee (LSC) meetings shall be held at least quarterly. Additional meetings may be called as required by the committee.

For an LSC meeting to be considered valid, a quorum must be present. A quorum consists of one-half of the members of the committee where representatives of both the employer and employees are present and at least one-half of the members present represent employees.

7. Reporting

The LSC shall record minutes of each meeting in a standardized format available on the WSEP website. Alternate formats for meeting minutes are also acceptable as long as they contain the required information.

A copy of the minutes shall be sent to WSEP within two weeks of the date of the meeting. Copies of the minutes shall also be posted at locations readily assessable to employees. Meeting minutes and LSC reference information will be maintained on the WSEP website.

8. Training

All members of the LSC are expected to take Occupational Health Committee training accredited by the Government of Saskatchewan, respecting the duties and functions of an Occupational Health Committee. It is recommended that LSC members take both OHC Level I and OHC Level II training. As deemed necessary, additional training beneficial to LSC committee members may be recommended by WSEP.

9. Term of Office

Each committee member serves for a term of three years. Members may serve for more than one term. If a member wishes to discontinue his/her membership, that person should remain in office until a replacement has been selected.

10. 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 staff of WSEP without consultation with the committee.