



UNIVERSITY OF SASKATCHEWAN

OCCUPATIONAL HEALTH COMMITTEE TERMS OF REFERENCE

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Occupational Health Committee (OHC) Terms of Reference

1 OHC Purpose

The University of Saskatchewan is committed to providing leading edge health and safety programs and services that contribute to the engagement of employees and the success of the university in its education and research goals, as well as to prevent employee and student injuries.

The Occupational Health Committee (OHC) has been established to ensure the University of Saskatchewan meets the requirements under the *Saskatchewan Employment Act* (S.S., 2013), *Occupational Health and Safety Act and Regulations, 1996*, in addition to other Federal, Provincial Acts, Regulations, Standards and Guidelines and Municipal by-laws pertaining to health, safety and the environment.

The University of Saskatchewan has implemented Local Safety Committees (LSC) to play a vital role in the identification and resolution of health and safety issues within the workplace. The LSCs operate under the auspices of the OHC. *A complete list of LSCs is outlined in Appendix A.*

2 OHC Role

The role of the OHC is to monitor the workplace, provide advice, and make recommendations to the employer for eliminating/controlling hazards to ensure a safe working environment. This includes the following health and safety duties:

- a) Participating in the identification and control of health and safety hazards in or at the place of employment;
- b) Cooperating with Safety Resources, as the established resource acting on behalf of the University of Saskatchewan;
- c) Establishing, promoting, and recommending the means of delivery of occupational health and safety programs for the education and awareness of workers;
- d) Maintain records pursuant to section 3-27 of the Act;
- e) Investigate any matter pursuant to section 3-31 of the Act;
- f) Receiving, considering, and resolving matters respecting the health and safety of workers; and
- g) Conducting other duties pursuant to Part III 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.

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.

3 OHC Membership

The OHC shall consist of four management representatives appointed by the Vice-President Finance and Research (VPFR) and eight employee representatives equitably appointed by the trade unions at the university. The breakdown of employer and employee representation on the OHC shall be:

- 4 management positions
- 2 USFA representatives
- 1 PSAC representative
- 2 ASPA representatives
- 3 CUPE 1975 representatives
- 1 CUPE 3287 representative
- Designated member(s) of Safety Resources (ex-officio)
- Committee Secretary, (ex-officio)

Employee members shall be selected in accordance with their respective union bylaws.

The OHC shall have two co-chairpersons, one designated by the OVPFR 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.



4 Functions of the Occupational Health Committee

OHC members are responsible to perform the following functions:

- a) Attend and participate in OHC meetings and associated activities.
- b) Participate in and support LSC activities, for assigned LSCs.
- c) Provide input on university health and safety policies, programs and services.
- d) Provide advice and guidance on health and safety concerns or issues presented to the OHC, or which cannot be resolved at the LSC level.
- e) Participate in inspections performed by the OHC and LSCs. All OHC members should try participate in at least one inspection per year.
- f) In cooperation with Safety Resources, participate in investigations involving fatalities, serious injuries and dangerous occurrences as defined in the Saskatchewan *Occupational Health and Safety Regulations*.
- g) Receive, review and investigate refusals to perform dangerous work as defined in the Saskatchewan *Employment Act*.
- h) Promote health and safety at the university and communicate OHC activities and initiatives to faculty, staff and students.
- i) In cooperation with Safety Resources, any other duties as specified in the Saskatchewan *Employment Act, Part III* and the Saskatchewan *Occupational Health and Safety Regulations*.

5 Functions of the Co-Chairpersons

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

- a) Co-chairpersons set the agenda for meetings in consultation with OHC members.
- b) Keep the university community informed about the activities of the committee.
- c) Either co-chairperson may call special and emergency meetings.



6 Meetings

OHC meetings shall be held once every three months. Additional meetings may be called as required by co-chairpersons.

Committees are governed and operated by consensus.

There must be a quorum at every committee meeting. To ensure quorum, one half of the committee members must be present with equal representation from employers and workers.

Committee minutes must be maintained and readily available within two weeks of the meeting.

7 Reporting Serious Injuries, Fatalities, and Dangerous Occurrences

A serious injury is bodily harm that causes or may cause death and requires a worker to be admitted to a hospital as an in-patient for 72 hours or more.

A Dangerous Occurrence is any situation that did not cause, but may have caused, an injury or fatality.

The OHC is required to notify the OHS Division in the event of incidents as identified within this paragraph.



8 Training

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

EXTERNAL SAFETY COMMITTEE TRAINING – All OHC 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.

It is recommended that OHC members complete the free WorkSafe Supervisor and Safety Workshop: <http://www.worksafesask.ca/training/occupational-health-committee-training/supervision-and-safety-workshop/>

Workers should participate in training to identify procedures, plans, and policies, based on their work to ensure safe work practices. This should extend to new employees during their new employee orientation.

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 shall 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 Manager of Safety Resources without consultation with the committee.



11 Appendix 1 – List of Current Local Safety Committees

	Local Safety Committees	Unit(s) Risk Level *	Meeting Frequency **
1	*Administration/ConnectionPoint	Low	Biannually
2	College of Agriculture and Bioresources	High	Quarterly
3	College of Arts & Science, Sciences	High	Quarterly
4	College of Arts & Science, Social Sciences (Includes A&S College administration)	Low	Quarterly
5	College of Arts & Science, 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	Every 2 Months
17	USB – Operations & Maintenance/Services/EPMO/IPLD	High	Every 2 Months
18	Vaccine and Infectious Disease Organization (VIDO)	High	Quarterly
19	*Office of the Vice-President Research (OVPR)	High	Quarterly
20	College of Law, Edwards School of Business, and Diefenbaker Building	Low	Biannually
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; ConnectionPoint (People & Resources Portfolio)

* **Health Sciences LSC** includes College of medicine; OBgyn & Path/SHR; CHSDO/ Research Labs; CH&E; CHSA; West Winds; Health Sc Supply Centre; Pediatrics /SHR; CHSDO/CLRC; Admin Office Rep; College of Pharmacy and Nutrition; Biochemistry & Microbiology Sc /Student Labs

* **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 VPR; Toxicology Centre; ; Vice-President Research Executive Office; and other research groups as added

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



12 Appendix 2 – OHC Terms of Reference One-Page Summary

This is a one-page summary of the OHC Terms of Reference for quick reference. Thank you for serving on the University of Saskatchewan Occupational Health Committee. The work you do on this committee benefits the entire campus community.

Purpose of OHC:

The OHC leads and supports 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 of OHC:

The OHC is to monitor the workplace, receive and consider unresolvable occupational health and safety concerns from Local Safety Committees, provide advice and make recommendations for eliminating or controlling workplace hazards, assist with workplace inspections, follow up on issues or concerns to ensure safe research and work environments.

OHC Membership:

The membership structure of the OHC is organized to ensure representation of all bargaining units across campus (see section three of the OHC TOR for the specific membership structure). OHC members shall serve for at least a three year term and shall remain on the committee until suitably replaced.

Functions of OHC Members:

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

- Discussion at OHC meetings and at assigned LSC meetings;
- Bringing unresolvable LSC concerns to the OHC;
- Regular documented OHC inspections of work and research spaces across campus, and forwarding reports of these inspections to safetyresources@usask.ca (see Appendix 3 for inspection checklist);
- Follow up inspections to ensure previously identified deficiencies have been resolved; and,
- Other duties as outlined in this OHC Terms of Reference.

Functions of OHC Co-Chairpersons:

Co-Chairpersons will chair the OHC meetings, will work together with Safety Resources to set the meeting agenda, and sign the meeting minutes. Co-Chairpersons can also call special meetings as necessary.

Meetings:

OHC meetings are held quarterly, and is scheduled by Safety Resources according to OHC member availability. There must be quorum, and 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 the OHC and the MLRWS. An OHC investigation will then be conducted with relevant LSC participation.

Member Training:

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

Confidentiality:

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



13 Appendix 3 – Inspection Form

This form is now available as a fillable PDF. To get this form contact Patrick.hauser@usask.ca or safetyresources@usask.ca

The top part is to fill in the details of where and when the inspection is happening.

The second part is for getting the names of the inspectors and sign-offs on the inspection. This is typically done at the time of the inspection, but can now be done electronically and sent to the inspectors to sign digitally after the fillable PDF form is completed by the note taker.

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 (1.8m+), 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 Stacked, ceiling clearance (1.8m)	<input type="checkbox"/> Good
Condition of Equipment, Tools, Ovens & Instruments Good condition, manuals, SOPs, log books	<input type="checkbox"/> N/A <input type="checkbox"/> Good
Glasses & Apparatus Condition Age, components, complexity, pressures, heat, SOP, other	<input type="checkbox"/> N/A <input type="checkbox"/> Good
Chemical Safety & Waste Standards Inventory up to date, labels, training, proper storage, SOP	<input type="checkbox"/> N/A <input type="checkbox"/> Good
Biosecurity & 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:	<input type="checkbox"/> N/A <input type="checkbox"/> Good

DECEMBER 2016 – LSC Inspection Checklist and Report

University of Saskatchewan LOCAL SAFETY COMMITTEE INSPECTION REPORT Safety Resources

CORRECTIVE ACTION PLAN:

Describe how to safely control an identified hazard and associated risk, stop work if required. Discuss this with local area conducting work. Refer to and complete all boxes to show follow up has been addressed and then mark complete, or refer back up. Once completed, forward this inspection report to the Institutional OHC at safetyresources@usask.ca for review.

Identified Hazard or Risk	Corrective Action or Hazard Control	Responsible Party for Follow Up	Follow up	Complete	Referred to LSC	Initial
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

DECEMBER 2016 – LSC Inspection Checklist and Report

The third part is for summing up the inspection report and noting any trends or common issues. Mark items N/A if not applicable.

The fourth part is for: a) documenting any sub-standard conditions, deficiencies and opportunities to improve together with b) the corrective actions necessary for resolving the issue, c) the person responsible to remedy the situation, d) the expected timeline, and e) noting follow up is completed.

OCCUPATIONAL HEALTH COMMITTEE INSPECTION REVIEW

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

DECEMBER 2016 – LSC Inspection Checklist and Report

The last part is for noting OHC review of any issues that were not resolved, or deemed as institutional in nature. Typically it is not completed at the time of the inspection, and OHC members may review several LSC inspections from time to time.

If you have any questions about how or when to complete this inspection form, contact Safety Resources at 306-966-4675. Thanks!



14 Appendix 4 –Process for Bringing Forward Facility-Related Safety Issues

Our Customer Service Centre is now Facilities Support Services and our email address has changed.

Moving forward, if you need to contact us by email, please send it to facilities.support@usask.ca (this replaces customerservice.centre@usask.ca). You can continue to contact us for work requests and inquiries by calling **306-966-4496** or by accessing our customer portal in PAWS (Admin Services -> Facilities Request), and a Facilities Support Agent will be happy to help you.

Our commitment to you

Our new structure focusses on customer interactions, including requests for our services, and effective communication of how our work may impact our customers. The Facilities Services Team is a cross-functional team of experts that will handle many of the day-to-day facilities requests. Our Custodial Operations team works across the campus. As part of the Relationship Management Function, we have begun to implement the Facilities Strategic Business Advisor positions to enhance the customer experience and provide proactive and consultative services supporting the unique needs of each unit. (If you do not yet know who your Facilities SBA is, fear not! These new positions are being rolled out to campus this summer.)

Taking care

We need to take care of our infrastructure that includes our grounds and buildings. The Operations & Maintenance area is organized to focus on preventative, reactive, and corrective maintenance, and operations and will be primarily organized to ensure stewardship of facilities and infrastructure assets. Our staff in the heating plant and the grounds crew continue to support the campus in the same ways as before.

What's next?

We will be working closely with the campus community in the coming months in order to ensure that our shared facilities are working as optimally as possible, that we are supporting the needs of each unit, and that we are aligned with the mission, vision, and values of the University.

For more information, please read more about [Facilities Reimagined](#). If you would like to get in touch, please contact us at facilities.feedback@usask.ca.

For more information: facilities.support@usask.ca

