

**University of Saskatchewan  
Plant Sciences Field Facilities and Agriculture Greenhouse  
Occupational Health Committee**

**Terms of Reference**

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.

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.

**1. Membership**

The Occupational Health Committee (OHC) shall consist of at least two and no more than twelve members. At least one half of the members of the OHC must represent employees other than employees connected with management of the Plant Sciences Field Facilities and Agriculture Greenhouse.

Employee members to the OHC are to be elected by the employees within the Plant Science Field Facilities and Agriculture Greenhouse. Employee members to the OHC may be appointed by senior management.

The OHC must have two co-chairpersons, one management representative designated by the Dean of the College and one employee representative 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.

The Director of Workplace Safety and Environmental Protection (WSEP) serves as an ex officio resource to the Occupational Health Committee.

## 2. Functions of the Occupational Health Committee

The primary focus of the Occupational Health Committee (OHC) is to address health and safety issues within Plant Sciences Field Facilities and Agriculture Greenhouse.

The University of Saskatchewan shall provide reasonable opportunity for members of the OHC to perform the following functions:

- a) Promote health and safety at the University with a focus towards the Workplace Responsibility System and injury prevention.
- b) Participate in the identification and control of health and safety hazards in the workplace.
- c) Conduct workplace inspections.
- d) In cooperation with the WSEP, consider and resolve health and safety concerns.
- e) Review incident and accident reports as compiled by WSEP.
- f) In cooperation with the WSEP, participate in investigations involving fatalities, serious injuries and dangerous occurrences as defined in the *Occupational Health and Safety Regulations*.
- g) Review Saskatchewan Ministry of Advanced Education, Employment and Labour inspection reports.
- h) Receive, review and investigate refusals to perform dangerous work.
- i) Provide input on University policies, processes and procedures related to health and safety.
- j) Provide input on University communication strategies for health and safety information, awareness and training.
- k) Maintain records with respect to the duties and activities of the committee.
- l) Communicate OHC activities and initiatives to faculty, staff and students.

- m) Cooperate with WSEP on health and safety matters and any other duties as defined in the *Occupational Health and Safety Act and Regulations*.

### **3. Functions of the Co-Chairpersons**

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

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

### **4. Meetings**

Occupational Health Committee meetings shall be held at least four times a year, preferably once per quarter. Additional meetings may be called as required by committee co-chairpersons.

For an OHC 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.

### **5. Reporting**

The OHC shall record minutes of each meeting in a format provided by the Saskatchewan Ministry of Advanced Education, Employment and Labour. A copy of the minutes shall be sent to the Ministry within two weeks after the date of the meeting. Copies of the minutes shall also be posted at locations readily assessable to employees. Meeting minutes and OHC reference information will be maintained on the WSEP website.

### **6. Training**

All members of the OHC are expected to take training accredited by the Government of Saskatchewan, respecting the duties and functions of an Occupational Health Committee. Both co-chairpersons shall take accredited OHC Levels I and II training. As deemed necessary, additional training beneficial to OHC committee members may be recommended by WSEP.

## **7. 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.

## **8. 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.