

Review of UBC Site Safety Committee Terms of Reference

**Current version cited in HEALTH AND SAFETY PROGRAM MANUAL UBC
Department of Pathology and Laboratory Medicine – UBC site dated 2013**

Safety Program Administrator (SPA)

Unit Heads have the primary responsibility for the safe and compliant operation of their area. This management function may be delegated, by the Head, to a Unit member or M&P staff member who will act as the area's Safety Program Administrator (SPA).

2017 update – currently the University is in the process of implementing a Joint Occupational Health and Safety Committee structure to which all safety committees (now called safety teams) will be reporting to. Updates to follow in 2018.

Unit Requirements

1. All Units are to have a Safety Program Administrator.

2. The Roles and Responsibilities of the SPA are to:

1. Act with the authority of the Head in the day-to-day Health and Safety management of the Unit and act as the Unit's liaison with the HSE Unit.
2. Develop, maintain and oversee the distribution of the Unit's Health and Safety Program Manual with the assistance of HSE staff.
3. Ensure that safe work procedures are developed and enforced.
- 4. Develop the health and safety inspection protocol for the Unit.**
5. Define the inspection areas, prepare the inspection checklists and develop reporting procedures.
6. Review all accident investigation reports and take preventative measures to prevent reoccurrence.
7. Facilitate the formation of the local Health and Safety Committee by assigning management staff and facilitating the selection of worker representatives.
8. Support the activities of the committee, monitor their effectiveness and respond to committee recommendations
9. Monitor the overall Health and Safety Program performance, including inspection frequency, quality and corrective actions.

Local Health and Safety Committee Members:

1. Hold regular meetings at least once a month (**Note: now every two months**) for the review of:
 - a. Reports of current accidents, incidents or illnesses/diseases
 - b. Remedial action taken or required by the reports of investigations and inspections
 - c. Other safety and health matters.

Note: this has been revised at the PaLM UBC Site, to hold regular meetings at least once every two months.

2. Review and monitor the effectiveness of the unit's Health and Safety Program.
3. Make recommendations directly to appropriate supervisor/manager and SPA.
4. Assist management in the health and safety program development.
5. *Function within the set Terms of Reference.*
6. Post and distribute meeting minutes.
7. Conduct formal annual workplace inspections.
8. Assist as required in incident and or accident investigations.

Terms of Reference

Committee Membership

1. All work areas of the University are to be covered by a local Safety Committee.
Questions concerning appropriate areas of jurisdiction and organization of committees should be directed to the Health, Safety and Environment department. Each committee consists of not fewer than four members who work in the area covered and are familiar with local operations. Committee members are designated as representing either the University (employer) or the Faculty and Staff (workers). As required by WorkSafe BC regulations employer representatives should not out-number worker representatives on the committee. (Note: UBC site committee membership is inconsistent with this clause.)
2. Employer representatives are appointed by the appropriate Unit Head.
3. Unit members may be appointed as employer representatives.
4. The members of the committee then elect two co-chairs and a secretary. One co-chair will represent the workers and will be elected by the faculty and staff members while the other co-chair will represent the University and will be elected by the employer representatives. The secretary is elected by all committee members and can be either an employer or worker representative.

Roles of the Local Health and Safety Committee

In order to monitor Health and Safety Programs each committee should:

1. Participate in regular work site inspections and report any hazardous conditions found; Review written Health and Safety instructions and make recommendations for their improvement, particularly when new equipment or processes are introduced.
2. Review, and make recommendations concerning all reported accidents or incidents which may have occurred in their unit; *(Note: this is consistent with a Safety Officer position)*
3. Ensure that accidents have been investigated and reported to the Health, Safety and Environment office; *(Note: this is consistent with a Safety Officer position)*
4. Staff representatives should accompany WorkSafe BC officers on inspection tours as required by the regulations
5. Review and make recommendations concerning inspection reports from WorkSafe BC;

6. Consider recommendations or suggestions from staff concerning health and safety issues and endorse them where warranted;
7. Co-ordinate activities with the local Fire Director and cooperate with him or her to promote fire safety;
8. Include, in all its activities, consideration of conditions or circumstances that may affect the personal security of students, faculty or staff;
9. Conduct reviews of the health, safety and personal security programs in their units.

Duties of Members and Officers

The duties of Safety Committee members are to:

1. Report unsafe conditions and practices;
2. Attend all Safety Committee meetings;
3. Report all accidents or near misses
4. Conduct inspections;
5. Investigate all serious accidents;
6. Contribute ideas and suggestions for improvement of health and safety;
7. Work safely, and influence others to work safely;
8. Immediately advise anyone who may be affected by any unsafe act or condition;
9. Attend Health and Safety courses or seminars that are made available to committee members;
10. Promote and support personal security within a safe learning and working environment.

Duties of Co-Chairs

1. Arrange for a time and place for meetings;
2. Prepare and distribute agenda before the meetings;
3. Review previous minutes and materials prior to each meeting;
4. Report on the status of suggestions and recommendations;
5. Guide committee discussions towards definite conclusions.

Duties of The Secretary

1. Prepare minutes of the meeting;
2. Distribute the minutes;
3. Write reports and correspondence.

Review of the Terms of Reference

The *Terms of Reference* of the local Health and Safety Committee shall be periodically reviewed and amended by the University as required.

Committee Meetings

Meetings are to be held at least once each month, preferably on the same day of each month and should follow an agenda which contains the following topics:

1. Roll Call or Attendance;
2. Reading and acceptance of minutes of the last meeting
3. Report of actions taken as a result of items arising from the minutes;

4. Reading of correspondence;
5. Report of committee members who have conducted inspections;
6. Inspection reports from WorkSafe BC officers;
7. Reports of accident/incident investigations, causes and means of prevention;
8. Recommendations for improvement in health and safety programs such as training needs,
9. awareness programs, hazard communication, or specific hazard abatement actions;
10. New business;
11. Time and place of next meeting;
12. Adjournment.

Committee Minutes

The Secretary records the minutes of meetings and copies are distributed to:

1. All committee members
2. The Unit Head
3. Health, Safety and Environment
4. Copies of Minutes are to be posted on designated bulletin boards. Minutes from the previous three meetings must be posted.

Committee Recommendations

Committee recommendations concerning the control of hazards or the improvement of prevention programs shall be directed to the administrative head of the unit who has operational responsibility for that work group. The administrative head's response to these recommendations shall be delivered to the committee chair in time for the next committee meeting. Issues that have not been resolved to the satisfaction of the committee may be referred to the Director, Health, Safety and Environment or to the University Safety Committee for their assistance.

Members

Current Health and Safety Committee members are:

Member Name	Contact	Affiliation
Michael Noble (Co-Chair)	604-827-1337	CMPT Lab
Jennifer Xenakis (Co-Chair)	604-822-7114	Techs/Education
Pierre Becquart	604-827-0526	Quandt Lab
Izabelle Gadawski	2-7778	Cote Lab
Jenny Tai/Juliana Li	2-7964/2-9311	BMLSc
Adeline Chan	2-7256	Office
Veronica Restelli	7-1340	Noble Lab
Selvarani Vimalanathan	7-1344	Hudson Lab
Alice Fok	7-3072	MacKenzie Lab
Helen Dyck	604-875-5117	G30 – museum specimen lab