



# THE UNIVERSITY OF WINNIPEG

## **Terms of Reference** Workplace Safety & Health Committee Amended: April 2021

### **Preamble**

The University is committed to providing a safe and healthy environment for employees as well as students and campus visitors, in accord with the Manitoba Workplace Safety and Health Act and Regulations. Recognizing that safety is a shared responsibility, the University encourages everyone to do their part as far as their authority allows, in eliminating unnecessary risks and hazards in order to reduce workplace injuries.

### **I. Purpose of the Committee and Sub-Committees**

The University of Winnipeg is a complex workplace comprised of multiple kinds of work. A joint worker-management committee has been established in conformance with the Workplace Safety and Health Act. It is essential to understand a workplace safety and health committee has no special management authority, but is created to ensure proper communication regarding hazards and controls is supported by both workers and management. The Central Committee is supported by several sub-committees which represent areas of similar work on campus and to report activities. All committees are made up of worker and employer representatives who work together cooperatively to identify and resolve health and safety concerns in and around the University.

### **II. Committee Composition & Meetings**

#### **A. Membership**

At least half of the Committee members must be worker representatives who are not involved in the management of the University (for Central Committee composition, please refer to Appendix A).

#### **B. Co-Chairs**

There must be two Co-Chairs: one chosen by the employer Committee members and one chosen by the worker Committee members. The Co-Chairs will alternate in serving as Chair at the meetings of the Committee. Both Co-Chairs participate in the deliberations and/or joint recommendations by the Committee for implementation by the Safety Office and/or for Senior Management's consideration for implementation.

#### **C. Quorum**

The quorum of the Workplace Safety & Health Committee is 50% of the worker representatives and 50% of the management representatives. If for

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whatever reason a quorum is not met, a meeting may be held to deal with informational matters, but for items requiring a vote, the meeting will be rescheduled at the earliest date possible.

To carry matters of Committee business, a vote of the majority of present members is required.

### D. Appointment of Members

Worker representative members of the Committee are appointed in accordance with the constitution of the respective bargaining units. The member representing Excluded employees is elected by those employees. In the absence of a member being elected, the University will appoint a member to represent Excluded employees. Management representative members of the Committee are appointed by the University. Names of members will be posted on the Workplace Safety and Health Bulletin Board(s).

### E. Meetings

The Workplace Safety & Health Committee will meet at regular intervals not exceeding three months. A special meeting may be called to deal with an urgent matter. In the event that a change is required to be made in the time, day or place of a regular meeting, Committee members will be provided with a minimum one working day notice of the change, unless such notice is not possible. Committee members must be given at least three days' prior notice of a regularly scheduled Committee meeting.

The University is committed to setting Central Safety Committee meeting dates for the next year at the final committee meeting in June in order to allow sub committees to schedule their activities to support the Central Committee meetings.

#### i. Agenda

The agenda will be prepared by the Manager, Safety and Health and will be provided to Committee members no less than three working days prior to the meeting.

Meetings should follow the Agenda, which contains the following topics:

- A. Approval of agenda;
- B. Approval of previous minutes;
- C. Health and Safety Program report;
- D. Reports from Sub-committees (See VII – Sub-committees for reference);
- E. Safety Incident report;
- F. Fire Safety report;
- G. Security report;
- H. Inspection Reports
- I. New Business

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### O. Adjournment

#### ii. Minutes

- Minutes are intended to capture discussion of issues relevant to the meeting and are not intended to be a verbatim record.
- Minutes will be provisionally approved by the Co-Chairs prior to the next meeting.
- When signed, minutes will be posted by the Manager, Safety and Health to the Workplace Safety & Health Committee webpage, on the Workplace Safety & Health Committee bulletin boards and forwarded to Committee members within seven days of the meeting.

#### F. Terms of Office

The term of office for a Committee member shall be two years (or the length specified in the constitution of the respective bargaining units). Members may be reappointed or reelected for successive terms.

#### G. Alternates

The University encourages participating union/employee group to register an Alternate Committee member for the purpose of attending meetings, and for conducting business of the Committee in the event that a regular member of the Committee is unavailable. An Alternate Committee member may attend any meeting of the Committee; however, alternate members who attend the same meeting as the representative will be considered to be a non-voting member and will not be counted in establishing a quorum.

The names of any Alternate Committee members must be registered with the Manager, Safety and Health. Any individual who is listed as a Resource person for the Workplace Safety & Health Committee is not eligible to act as an Alternate Committee member.

#### H. Member Training

The employer must ensure that both worker and employer Committee members are trained to competently fulfill their duties as members of the Committee. Competent training includes knowledge of safety and health rights, roles and responsibilities, as well as knowledge of any of the tasks that may be required of a Committee member.

Training must, at a minimum, include:

- a. SAFE Committee Basics
- b. Investigating Workplace Incidents

Committee members are provided with two days annually at no loss of regular earnings to attend workplace safety and health training programs through SafeWork Manitoba or another training provider, as may be appropriate. Permission for attendance must still be secured through regular channels of

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approval through the supervisor. Once a new committee member is identified, the Manager, Safety and Health will work with them to ensure they receive appropriate training and that such training as soon as is reasonable and is recorded for program statistics.

New Committee members will be provided with a list of the relevant courses and the soonest availability as well as particulars on attendance. Once a committee member has attended the training, they will demonstrate completion to the Safety Office so it can be recorded for statistical purposes. A Committee member whose term of office is renewed is expected to participate in refresher training during each successive two-year term to ensure a competent level of knowledge and understanding relevant to the duties of a Workplace Safety and Health Committee.

### III. Responsibilities

#### A. Responsibilities of Committee Members

- i. Attend all Committee meetings. If you are unable to attend a meeting, arrange with your designated Alternate to attend in your absence.
- ii. Attend workplace safety and health training programs as set out in the Member Training section herein.
- iii. Participate in the activities of the Committee including inspections, investigations and special meetings.
- iv. Familiarize yourself with the MB Workplace Safety & Health Act and Regulation and the Terms of Reference for the Committee.
- v. Promote health & safety at the University.
- vi. Protect the anonymity of complainants who request same.

Under the leadership of the Manager, Safety and Health:

- vii. Participate in the investigation of dangerous conditions and work refusals and/or call a special meeting to resolve the concern.
- viii. Participate, on a regular basis, and prior to regular meetings, in inspecting the workplace and the operations conducted therein.
- ix. Participate in distributing and displaying safety and health information and educational materials relevant to the workplace.

#### B. Responsibilities of Co-Chairs

- i. Review minutes from previous meeting and materials for current meeting, prior to each meeting.
- ii. Chair alternate meetings.
- iii. Take a leadership role in guiding the Committee discussions.
- iv. Under the leadership of the Manager, Safety and Health, carry out investigations of serious incidents, incidents and dangerous occurrences in accordance with section 2.9(2) of the WSH Regulation.
- v. In consultation with the Manager, Safety and Health, call a special meeting to deal with matters of urgent concern.

**C. Responsibilities of Manager, Safety and Health**

- i. Prepare and send out Agenda along with notice of the upcoming meeting.
- ii. Distribute minutes and relevant material to Committee Members.
- iii. Present at meetings as required.
- iv. Post approved minutes on Committee web page and on bulletin board.
- v. Maintain record of all signed minutes for a period of not less than ten (10) years.
- vi. Work with committee members to ensure adequate training is delivered and recorded.
- vii. Develop procedures as required for the Committee's review.
- viii. Monitor conformance and report any corrective actions to the Committee when deficiencies occur.

**D. Responsibilities of the Committee**

The following responsibilities represent a broad summary of the duties of the Committee. It is not the role of the Committee/Committee members to be enforcers of safety and health in the workplace. The Committee's role is to advise and assist, not assume any managerial role for safety and health in the workplace beyond their existing responsibilities.

- i. To work safely, follow all Safe Work Procedures and to appropriately wear any Personal Protective Equipment issued by the employer.
- ii. To encourage others to work safely and to report unsafe acts and conditions to their respective supervisors.
- iii. Receive, consider and resolve health & safety concerns and issues.
- iv. Participate in identifying health & safety risks to workers and other persons arising out of workplace activities.
- v. Develop, promote and check the effectiveness of health & safety measures, including, but not limited to, Job Hazard Assessments and Safe Work Procedures.
- vi. Co-operate with the University's Health & Safety Office.
- vii. Develop and promote health & safety education and information programs.
- viii. Make recommendations concerning health & safety.
- ix. Conduct on regular basis, and prior to regular meetings, inspections of the workplace.
- x. Maintain appropriate records.
- xi. Other duties as may be specified in the MB Workplace Safety & Health Act and Regulation.

**IV. Inspections**

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The members of a Committee and Sub-committees must participate in the inspections of the workplace in order to observe both conditions and the work procedures at the workplace at least once before each regularly scheduled meeting of the committee.

Quarterly, prior to each Committee meeting, inspections are a planned walkthrough of the workplace and work processes and procedures will be conducted by the Committee to identify safety and health risks to any person at the workplace. When a risk is identified through an inspection (or through other means), corrective action of the unsafe condition will be taken as soon as reasonably practicable (Section 2.4(1) of the WSH Regulation). In the interim, immediate steps must be taken to protect the safety and health of any person(s) who may be at risk.

### Inspection Schedule:

The Manager, Safety and Health will develop a quarterly schedule to ensure that all areas and/all buildings are inspected and develop an inspection checklist. Additionally the Manager, Safety and Health will work with committee members to assign inspections in a timely fashion. In the event an inspection cannot be performed within the scheduled time, it will be recorded as a missed inspection for statistical purposes.

Department Heads can be provided with the inspection results on request to ensure corrective actions are taken. The Safety and Health Office will assist with corrective actions if required or if requested.

## **V. Investigations**

Serious incidents as defined in the WSH Regulation 2.6 must be reported to MB Workplace Safety & Health by the fastest means available. The University is responsible for ensuring investigations of all serious incidents, accidents and dangerous occurrences are conducted as soon as is reasonably practicable.

The Co-Chairs of the Committee (or their designates) carry out the investigation of serious incidents, accidents and dangerous occurrences as defined in WSH Regulation 2.9(1) and 2.9(2), other than incidents that pertain to individuals who are not workers.

The purpose of an incident investigation is to identify direct and indirect causes of incidents with the aim of preventing similar incidents. A written report must be prepared of each incident investigation in accordance with WSH Regulation 2.9(3) and retained by the Safety Office.

Any individual participating in a workplace incident investigation must be able to demonstrate, through completion of appropriate safety and health training that they possess the necessary knowledge and skills appropriate to the investigation.

When Serious Incidents are reported to the Safety Office, the Manager, Safety and Health will report the incident to the province and notify Committee Co-Chairs. Co-Chairs will inform the Manager, Safety and Health of their intention to participate in the investigation or identify a designate.

## **VI. Recommendations**

In the event that an inspection or incident report identifies anything that may pose a risk to the health and safety of any person and cannot be immediately corrected with existing resources, the Committee shall submit a written recommendation to the University concerning the unsafe condition. The University shall respond in writing within 30 days of receiving the recommendation, unless the recommendation was implemented within the 30 days.

## **VII. Sub-Committees**

The following Sub-Committees will report to the Workplace Safety and Health Committee:

- i. Lab Safety Committee
- ii. Radiation Safety Committee
- iii. Recreation Safety Committee
- iv. Facilities Safety Committee
- v. Library Safety Committee
- vi. Student Services Safety Committee

## **VIII. Records**

The Committee, via the Safety and Health Office, will keep concise, accurate records of all matters that come before it for a period of not less than five (5) years, and in the case of minutes, for a period of not less than ten (10) years.

The following metrics will be recorded and presented to committee to measure program performance:

- Incident Reports
- Serious Incidents
- Near-Misses/Dangerous Conditions reported
- Violent Incidents
- Investigations Conducted
- Reportable Spills
- General Inspections Possible
- General Inspections Conducted
- Committee Participation on General Inspections
- Laboratory Inspections Possible
- Laboratory Inspections Conducted
- Committee Participation on Laboratory Inspection
- Other Inspections
- Asbestos Abated and Hazardous Materials Removed
- Safety Committee Meetings Possible
- Safety Committee Meetings Conducted and attendance.
- First Aid Training
- Job Hazard Assessments
- Safe Work Procedures
- Other Safety Training (WHMIS etc.)

## **IX. Review**

These terms of reference will be reviewed by the Workplace Safety & Health Committee every three years.



APPENDIX "A"

**Central Committee Membership Structure: March 2017**

Regular Voting Members

Management Representatives:

AVP Human Resources  
Facilities, Infrastructure and Physical Plant  
Financial Services  
Director of Building Services  
Excluded (CMP)

Worker Representatives:

IUOE	(1)
UWFA	(3)
UWFA-Collegiate	(1)
AESES	(3)
PSAC	(1)

Other Voting Members

UWSA	(1)
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Non-voting Members/Resources to the Committee

Manager, Safety and Health  
Occupational Safety & Health Officer  
Director of Security and Emergency Preparedness  
Director, Campus Living  
Human Resources Assistant (minutes)  
Director of Ancillary Services

**Alternates**

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