



THE UNIVERSITY OF WINNIPEG

Terms of Reference

Workplace Safety & Health Committee
Amended: March 2017

Approved by the Workplace Safety & Health Committee on March 22, 2017

Preamble

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

I. Purpose of the Committee

The Workplace Safety & Health Committee at the University of Winnipeg is a joint committee established in compliance with the Workplace Safety and Health Act. The Committee is made up of worker and employer representatives who cooperatively work together to identify and resolve health and safety concerns on and around the University campus.

II. Committee Composition & Meetings

A. Membership

At least half of the Committee members must be worker representatives not involved in the management of the University (for current 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 making of all recommendations made by the Committee for implementation by the Safety Office and/or Senior Management's consideration for implementation for issues that may require approval from Senior Management.

C. Quorum

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

For all 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.

i. Agenda

The agenda will be prepared by the Health & Safety Specialist 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. Report of actions taken as a result of business arising from the minutes;
- D. Reading of Correspondence
- E. New Business
- F. Reports from Sub-committees (Radiation Safety Committee, Laboratory Safety Committee Asbestos Safety Committee);
- G. Safety Incident report;
- H. Fire Safety report;
- I. Security report;
- J. Health and Safety Program report;
- K. Inspection Reports (Laboratories, Classrooms, Workshops, Mechanical Rooms, Offices and General areas)
- L. Review of Regulatory Agency inspection report(s);
- M. Other Business

- N. Next Meeting
- O. Adjournment

ii. Minutes

Minutes will be provisionally approved by the Co-Chairs prior to the next meeting. When signed, minutes will be posted by the Safety and Health Specialist on the Workplace Safety & Health Committee webpage, posted on the Workplace Safety & Health Committee bulletin board and forwarded to Committee members and MB Workplace Safety & Health within seven days of the meeting.

F. Terms of Office

The term of office of 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 and each participating union/employee group may 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, will be considered to be a non-voting member and will not be counted in establishing a quorum unless the regular Committee member is absent.

The names of any Alternate Committee members must be registered with the Health & Safety Specialist. 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. Committee Basics
- b. Workplace Inspections
- c. Workplace Incident Investigation and Right To Refuse Process

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.

Committee members are expected to undertake relevant training following appointment to a term of office on the Committee. 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.
- 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.

With the Safety and Health Specialist's leadership:

- 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 your 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. With the Safety and Health Specialist's leadership, carry out investigations of serious incidents, accidents and dangerous occurrences in accordance with section 2.9(2) of the WSH Regulation.

In consultation with the Safety and Health Specialist:

- v. Call a special meeting to deal with matters of urgent concern.

C. Responsibilities of Health & Safety Specialist

- 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. Send approved minutes to MB Workplace Safety & Health and Committee members, and 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. Develop procedures as required for the Committee's review.
- vii. Monitor to ensure compliance 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 managerial responsibilities for safety and health in the workplace. For a detailed list of duties please refer to Appendix B.

- i. Receive, consider and resolve health & safety concerns and issues.
- ii. Participate in identifying health & safety risks to workers and other persons arising out of workplace activities.
- iii. Develop, promote and check the effectiveness of health & safety measures, including, but not limited to, Job Hazard Assessments and Safe Work Procedures.
- iv. Co-operate with the University's Health & Safety Office.
- v. Develop and promote health & safety education and information programs.
- vi. Make recommendations concerning health & safety.
- vii. Conduct on regular basis, and prior to regular meetings, inspections of the workplace.
- viii. Maintain appropriate records.
- ix. Other duties as may be specified in the MB Workplace Safety & Health Act and Regulation.

IV. Inspections

The members of a Committee must inspect the workplace and the work processes and procedures at the workplace at least once before each regularly scheduled meeting of the committee.

Quarterly, prior to each Committee meeting, inspections via 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. If 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 Safety and Health Specialist will develop an annual schedule to ensure that all areas and/all buildings are inspected and develop an inspection checklist. The inspection results will be provided to Department Heads.

Department Heads are expected to review the inspection results and 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 that investigations of all serious incidents, accidents and dangerous occurrences are conducted as soon as 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 any incident investigation is to identify direct and indirect causes of incidents and should focus on fact-finding rather than fault-finding, 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.

VI. Recommendations

In the event that the Committee identifies anything that may pose a danger to the health and safety of any person, 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. Asbestos Safety Committee

Sub-Committees of the Workplace Safety and Health Committee shall establish Terms of Reference governing the operation of the Sub-Committees including, but not limited to: frequency of meetings, composition of Sub-Committee membership, chairing, minutes of meetings and other matters as deemed appropriate. Sub-Committee Terms of Reference as well as any amendments thereto shall be submitted for approval by the Workplace Safety and Health 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.

IX. Annual Review

These terms of reference will be reviewed by the Workplace Safety & Health Committee annually.

APPENDIX "A"

Committee Membership Structure: March 2017

Regular Voting Members

Management Representatives:

VP Human Resources
Facilities Infrastructure and Physical Plant
Financial Services/Other
VP Operations

Worker Representatives:

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

Other Voting Members

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

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

Alternates

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APPENDIX “B”

The Workplace Safety and Health Act (extract)

WORKPLACE SAFETY AND HEALTH COMMITTEES AND REPRESENTATIVES

Duties of committee

[40\(10\)](#) The duties of a committee include

- (a) the receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;
- (b) participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;
- (c) the development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures;
- (d) co-operation with the occupational health service, if such a service has been established within the workplace;
- (e) co-operation with a safety and health officer exercising duties under this Act or the regulations;
- (f) the development and promotion of programs for education and information concerning safety and health in the workplace;
- (g) the making of recommendations to the employer or prime contractor respecting the safety and health of workers;
- (h) the inspection of the workplace at regular intervals;
- (i) the participation in investigations of accidents and dangerous occurrences at the workplace;
- (j) the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
- (k) such other duties as may be specified in this Act or prescribed by regulation.

Training of committee members

40(13) The employer or prime contractor must ensure that committee members are trained to competently fulfill their duties as committee members.

Employer response to recommendations

[41.1\(2\)](#) If an employer receives written recommendations from the committee or representative identifying anything that may pose a danger to safety or health of any person, the employer shall respond in writing to the committee or representative no later than 30 days after receiving the recommendations unless the employer implements all of the recommendations within 30 days of receiving the recommendations.

Contents of employer response

[41.1\(3\)](#) The response of an employer must

(a) contain a timetable for implementing the recommendations that the employer accepts; and

(b) give reasons why the employer disagrees with any recommendations that the employer does not accept.

For the full Act, please go to: <http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>

For the Regulation please go to:

<http://safemanitoba.com/uploads/regulations/req2006consolidated.pdf>