

Terms of Reference for the University of Winnipeg Workplace Safety & Health Committee

Approved by the Workplace Safety & Health Committee on May 31, 2011.

Preamble

The University is committed to providing a safe and healthy environment for students, employees and campus visitors, in compliance 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 in eliminating unnecessary risks and hazards in order to reduce workplace injuries.

I. Purpose of the Committee

The Workplace Safety & Health Committee is a joint committee established under the Workplace Safety and Health Act. It is made up of worker and employer representatives who cooperatively work together to identify and recommend resolution 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 all decisions of the Committee (for current Co-Chairs, please refer to Appendix A).

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, 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 CMP employees is elected by those employees. In the absence of a member being elected, the University will appoint a member to represent CMP employees. Management representative members of the Committee are appointed by the University.

E. Meetings

The Workplace Safety & Health Committee will meet every 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.

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:

1. Approval of agenda;
2. Approval of previous minutes;
3. Report of actions taken as a result of items arising from the minutes;
4. Reading of correspondence;
5. Sub-committee reports (Radiation Safety committee, Laboratory Inspection committee, Workshops Inspection committee, General Inspections committee);
6. Safety Incident report;
7. Fire Safety report;
8. Security report;
9. Health and Safety report;
10. Review of any regulatory agency inspection report(s);
11. Other Business

ii. Minutes

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

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 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-participating observer and will not be counted in establishing a quorum unless the regular Committee member is absent.

The University and/or bargaining unit must register the names of any Alternate Committee members with the Health & Safety Specialist prior to any meeting at

which the Alternate Committee member(s) will be taking the place of a regular member of the Committee. Any individual who is listed as a Resource person for the Health & Safety Committee is not eligible to act as an Alternate Committee member.

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. Participate in the activities of the Committee.
- iii. You are encouraged to attend at least one MB Workplace Safety & Health education session annually and to take part in other health & safety education/information opportunities that may arise.
- iv. Familiarize yourself with MB Workplace Safety & Health regulations and the terms of reference for the Committee.
- v. Promote health & safety at the University.

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. Participate in investigations of accidents and dangerous occurrences.

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 post approved minutes on Committee web page and on bulletin boards.
- v. Maintain record of all signed minutes for a period of not less than ten (10) years.

D. Responsibilities of the Committee

The following responsibilities represent a broad summary of the duties of the Committee. 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.
- 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 regular workplace inspections.
- viii. Maintain appropriate records.
- ix. Other duties as may be specified in the MB Workplace Safety & Health Act and Regulations.

IV. Inspections/Investigations

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 risk of safety and health 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 Regulation). In the interim, immediate steps must be taken to protect the safety and health of any person(s) who may be at risk.

Serious accidents as defined in the provincial health and safety regulations must be reported immediately to MB Workplace Safety & Health. The University, along with the Committee Co-chairs, is responsible for conducting investigations of all serious accidents, or serious near misses.

V. 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.

VI. Records

The Committee 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.

VII. Annual Review

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

APPENDIX "A"

Committee Membership: 2011

<u>Representation</u>	<u>Name</u>	<u>On Committee since</u>	
University	<u>Laurel Repski</u>	<u>2006</u>	<u>Co-Chair</u>
University	Hugh Swan	2007	
University	Gary Pawlychka	2004	
University	Len Cann	2009	
IUOE	Harald Weigeldt	2009	
CMP	Deanna Pollock	2008	
UWFA	<u>James Hanley</u>	<u>2001</u>	<u>Co-Chair</u>
UWFA	Doug Williams	1993	
UWFA	Gerry Narynski	2009	
UWFA	Don Campbell	2009	
AESES	Kim Monson	1981	
AESES	Ed DuVal	2003	
AESES	Marilyn Walker	2011	
UWSA	Ted Turner/UWSA Exec.	1999/2009	
	Member		

Inspection Sub-committees

Lab Inspection Committee – Kim Monson, Ed DuVal, Alex Rowntree

Workshop Inspection Committee – Harald Weigeldt, Ed DuVal, Alex Rowntree

General Inspection Committee – Laurel Respki, Ed DuVal, Alex Rowntree

Resources to the Committee

Alex Rowntree - Health & Safety Specialist

Sangita Shah – Lab Safety Officer

Martin Grainger – Director of Security and Emergency Preparedness

Shelley Mangiacotti - Executive Assistant to the VP Human Resources, Audit & Sustainability

Lydia Warkentin – Manager, Campus Living (Food Services)

Registered Alternate Committee Members

Doug Foster – Physical Plant (IUOE Alternate)

Mary Anne Walls – Human Resources (University Alternate)

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.

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/reg2006consolidated.pdf>