

 <b>DALHOUSIE UNIVERSITY</b>  <b>EHS Committee Terms of Reference</b>	<i>Policy Sponsor:</i> Vice President of Finance and Administration  <i>Sign</i> _____	<i>Approval Date:</i>  July 30, 2015
	<i>Responsible Unit:</i> Director EHS  <i>Sign</i> _____	<i>Revisions:</i>  1

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- A. *Background & Purpose:* As required by the Nova Scotia Occupational Health and Safety Act, Dalhousie University requires a joint occupational health and safety committee with a purpose to cooperatively engage employees and employers on matters related to occupational health and safety. In cooperation with staff, faculty, students and the University administration, the EHS Committee assists the University in creating and maintaining a safe and healthy environment.
- B. *Application:* Applies to Dalhousie University, Halifax campuses.
- C. *Definitions:* EHS: Environmental Health and Safety.
- D. *Policy Statement:* As required by the Nova Scotia Occupational Health and Safety Act, Dalhousie University will maintain a joint EHS committee as per the legislative requirements, with a purpose to cooperatively engage employees and employers on matters related to occupational health and safety.
- E. *Administrative Structure:* The Vice President of Finance and Administration is the sponsor of the policy, with responsibility for implementation being provided through the EHS Office.

This policy was written in conjunction with the Dalhousie (Halifax Campus) EHS Committee and University Administration.

- F. *Procedures:*

### *Committee Membership*

The Committee will be composed of 18 members in total, 9 members appointed by the University and 9 members selected by employee groups as follows:

- Canadian Union of Public Employees (CUPE), 1 member
- Dalhousie Faculty Association (DFA), 2 members representing: Faculty and Instructors
- Nova Scotia Government and General Employees Union (NSGEU):
  - Local 77, 1 member
  - Local 99, 3 members representing (Custodial, Security and Trades Staff)
- DPMG, 1 member
- PSAC, 1 member

Members and alternate members will be appointed / selected for a term of two years and may be reappointed / reselected to serve subsequent terms.

Members shall request alternates to participate in their absence.

The Director and administrative support from the EHS office will participate as non-voting members, providing support and liaise between the Committee and University Senior Administration.

### *Function*

It is the function of the Committee to meet the requirements set out in the Nova Scotia Occupational Health and Safety Act including to involve employers and employees together in occupational health

and safety in the workplace including;

- (a) The co-operative identification of hazards to health and safety and effective systems to respond to the hazards;
- (b) The co-operative auditing of compliance with health and safety requirements in the workplace;
- (c) Receipt, investigation and prompt disposition of matters and complaints with respect to workplace health and safety;
- (d) Participation in inspections, inquiries and investigations concerning the occupational health and safety of the employees and students;
- (e) Advising on individual protective devices, equipment and clothing that are best adapted to the needs of the employees and students;
- (f) Advising on a policy or program and making recommendations for the improvement of the health and safety of persons at the workplace;
- (g) Maintaining records and minutes of committee meetings;
- (h) Performing any other duties assigned to it by the provincial government or by agreement between the employer and the employees or the union, or as are established by Nova Scotia regulations.

### *Administration*

The Committee will appoint a Chair and Co-Chair to serve a one-year term where the Co-Chair will assume the position of Chair in the following year. Terms typically begin in September of each year but can be changed based on a decision of the Committee. The Chair shall be held alternately by a University Appointee and an Employee Group representative.

### *Meetings*

#### *1. Schedule*

The Committee will meet monthly between September and June and as such other times as the Chair may consider necessary. The schedule for the year will be established each September, and as much notice as is practical will be provided in the event that other meetings are required.

#### *2. Agenda*

Any member may place items on the agenda and provide the Committee the required information in advance to allow time for preparation. A request for agenda items will typically be circulated one week prior to the meeting.

#### *3. Minutes*

Minutes shall be recorded and circulated to all Committee members for dissemination to the broader Dalhousie community through means such as posting to EHS /communication boards, email and websites.

Minutes shall include the following:

- Time and date of meeting,
- Attendees,
- Items discussed,

- Recommendations and reasons for recommendations (by whom, by when),
- Time and date of next meeting.

Minutes will typically be available one week after the meeting. Past minutes shall be retained for a period of 5 years and are available through the EHS Office.

#### 4. *Visitors*

Members of the University community, with an interest in any items that are to be discussed, are welcome to attend committee meetings (space limitations may apply). At the discretion of the Chair, visitors are permitted to address the Committee.

#### 5. *Administrative Support*

Arrangements for the meetings, recording of minutes and the preparation of the agenda will be provided by the EHS Office.

#### 6. *Conduct of Meetings*

Meetings will be conducted by the Chair. In the absence of the Chair, the Co-Chair will conduct the meeting.

#### 7. *Quorum*

A quorum is defined as one half of the members provided that this number includes a minimum of two from the Employee group and two from the University group. At the discretion of the Chair, the meeting may continue in the absence of a quorum, however no formal votes may be conducted.

#### 8. *Voting*

The Committee will normally seek to make decisions by consensus. Formal vote decisions requires the member support of one half plus one of a quorum.

### *Sub-Committees*

The Committee may form sub-committees to represent areas within the University or to carry-out tasks on behalf of the Committee.

### *Work Refusals*

The Nova Scotia Occupational Health and Safety Act outlines the process for the Committee's involvement in employee work refusals. An employee may contact the Committee to assess a work refusal when that employee believes that the concerns which prompted the work refusal have not been adequately addressed by the employee's supervisor.

The Committee shall proceed as follows:

1. Upon request by an employee involved in a work refusal, the Committee member shall immediately notify the Committee Chair and the EHS Office.
2. The Chair, in cooperation with the EHS office, will schedule a special meeting providing as much

notice to members as is possible in the circumstances.

3. Those members able to attend the special meeting will constitute the Committee as described by Sections 17 (2), 43 (1) of the Nova Scotia Occupational Health and Safety Act.
4. Having considered the information provided by the employee exercising the right to refuse, and such other information as the Committee considers appropriate, the Committee will either unanimously advise the employee to return to work, or make such other recommendations to the employee or the University as the Committee feels appropriate.

### *Accidents / Incidents*

The Committee may be requested to participate in the investigation of accidents and Incidents throughout the University.