

# Terms of Reference

## 1. Name

Oceanography Safety Committee

## 2. Type

Standing committee

## 3. Purpose

The Committee's main purpose is to help ensure the occupational health and safety of Departmental personnel (including students and visitors), and to promote safe work practices in the Department as required by the Occupational Health and Safety (OHS) Act. The Committee collaborates with Dalhousie's Joint Occupational Health and Safety Committee (JOHSC) and other relevant entities at Dalhousie.

## 4. Scope

The Committee educates and provides guidance to members of the Department about relevant regulations, refers them to appropriate training as required or deemed appropriate by the committee, and reviews safety procedures in Departmental laboratories (e.g., proper handling of chemicals and radioisotopes). The committee also facilitates safety in the field (e.g., on research vessels, small boats and during diving operations), to the extent this is possible, by referring members of the Department to the responsible entities at Dalhousie and by connecting them with available resources, equipment, and gear.

## 5. Authority

The Committee acts in an advisory role to the Department and makes recommendations to Department members.

## 6. Membership

The Committee consists of four faculty members who are appointed by the Department Chair, one of the Department's Research Technicians who is appointed by the Department Chair in consultation with the Technicians supervisor, the Department's Administrative Officer, and one graduate student representative who is chosen by the Dalhousie Oceanography Graduate Student Association (DOSA). One of the four faculty members is appointed by the Department Chair to serve as Chair of the Committee.

Current membership:

- Hugh MacIntyre (Chair)
- Anna Metaxas (faculty member)
- Craig Brown (faculty member)
- Ruth Musgrave (faculty member)
- Sharon Bellefontaine (member, Administrative Officer)

- Cat London (member, Research Technician)
- TBD (member, student)

## **7. Meetings**

Meetings will be called by notice of the Committee Chair, at a location agreed upon by the Committee. The Committee should meet at least quarterly. Minutes are to be prepared by the Committee Chair or their designate.

## **8. Reporting**

The Committee Chair reports to the Department Chair after each meeting by email and includes the minutes.

## **9. Deliverables**

The Committee is responsible for compiling and updating a Best Practices document that serves as a reference for the Department and future committee members. The due date of this document was extended to August 2025.

## **10. Review**

The ToR will be reviewed annually by the Department Chair. The date of the next review is August 2025.

2024-08-21 Katja Fennel