



Royal Roads
UNIVERSITY

**Joint Occupational Health and Safety Committee
Terms of Reference**

for the period of 20/21
Approved 11 March 2020

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1. Reporting Structure

The committee reports to the Human Resources Associate Vice President who reports to the Vice-President and Chief Financial Officer who ultimately reports to the President and RRU Board of Directors.

2. Name and Purpose of the Committee

As required by the *Workers Compensation Act*, the Royal Roads University Joint Occupational Health, Safety and Environment Committee's purpose is to work in a cooperative spirit focusing on the resolution of occupational health and safety issues and to support the university's occupational health and safety program in the workplace.

3. Committee Membership

The Committee consists of a minimum of 10 members to a maximum of 15, and is comprised of Worker and Employer representatives and a small number of ex-officio non-voting members.

Worker Representatives (in compliance with Section 128 of the *Workers Compensation Act*)

- a) Comprised of faculty and staff workers who do not exercise managerial functions.
- b) 1 of the Committee members will be a representative of CUPE Local 3886, as elected by the union membership.
- c) 1 of the Committee members will be representative of RRUFA, as elected by the union membership.
- d) 1 of the Committee members shall be drawn from the staff/faculty responsible for the laboratory.
- e) The balance of the Committee members will be drawn from the University's non-union, non-managerial employees and the Committee will solicit volunteers to fill these roles as required with the goal to achieve as broad a representation of University employees as possible on the Committee.
- f) 1 Worker Co-Chair selected by the Worker representatives.

Employer Representatives (in compliance with Section 129 of the *Workers Compensation Act*)

- a) Management workers who exercise managerial functions
- b) No more than four (4) Employer representatives, appointed to the Committee by University Executive.
- c) 1 Employer Co-Chair to be held by Associate Director, Human Resources Employee and Labour Relations

Advisor Representatives (*ex-officio non-voting members*)

- a) 1 representative from Human Resources
- b) 1 representative from Campus Security
- c) RRU Safety & Environment Officer

JOHSC Administrator (*ex-officio non-voting member*)

The Employer will also provide administrative support to prepare agenda and meeting minutes.

* The terms of service for voting committee members, exclusive of the Employer Co-chair, will be a minimum of 2 years unless otherwise specified. An annual “call out” for Worker Representatives will be extended to all RRU employees each spring to fill vacancies and provide opportunity to participate. No more than half of the members may be replaced each calendar year to ensure the effectiveness of the committee and continuity of the JOHSC program.

4. Duties and Functions of the Committee

The duties and the functions of a Joint Health and Safety Committee are those identified in Division 4, Section 130 of the Workers’ Compensation Act.

- a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b) Consider and expeditiously deal with complaints relating to the health and safety of workers. This will be done after the worker has brought their complaint to the supervisor.
- c) Consult with workers and the Employer on issues related to occupational health and safety and occupational environment.
- d) Make recommendations to the Employer and the workers for the improvement of the occupational health, safety and environment of workers and compliance with the regulations and monitor their effectiveness.
- e) Make recommendations to the Employer on the educational programs promoting the health and safety of the workers and compliance with the Regulation and to monitor their effectiveness.
- f) Advise the Employer on programs and policies required under the Regulation for the workplace and to monitor their effectiveness.
- g) Advise the Employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- i) Participate in inspections, investigations and inquiries as provided by the Regulation.
- j) Carry out any other duties and functions prescribed by the Regulation.

5. Records

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least two (2) years from the date of the joint health and safety committee meeting to which they relate. (Note first aid records should be kept for at least 10 years; education and training related records should be kept for at least three (3) years after the training session).

Records will be maintained as outlined in the **Responsibility Matrix** (Appendix A).

6. Committee Meetings

- a) The Committee will meet monthly at a regularly scheduled time (Typically, on the second Wednesday of the month).
- b) Special meetings, if required, will be held at the call of the co-chairs.
- c) A quorum will consist of 5 members of the committee. At least 3 of the 5 will be Worker representatives and at least 2 managerial representatives.
- d) The Committee will add procedures it considers necessary for meetings.

Agendas and Minutes

- a) An agenda will be prepared under the direction of the Co-chairs and be distributed to members prior to the meeting. Members will have an opportunity to submit agenda items for consideration.
- b) Meeting minutes will be recorded. A draft of the minutes will be prepared as soon as possible after this meeting and will be sent to the JOHSC Co-Chairs for comments and corrections. The Employer Co-chair will then provide a copy of the draft minutes to the Human Resources Associate Vice President for review and distribute to RRU leaders responsible for information and action items within, as required.
- c) The minutes must be approved by the JOHSC at the next meeting.
- d) The last three (3) months of approved minutes will be electronically published on the University's Occupational Health and Safety web page, and physically posted on Safety Boards on Campus, as available.
- e) Copies will be made available to WorkSafeBC, as requested.

7. Performing the Duties and Functions

Committee Members

- a) Attend all monthly Committee meetings; promptly advise Co-chairs if you will be unable to attend an upcoming meeting.
- b) Review the previous months minutes and materials prior to the meetings.
- c) Participate in all activities of the Committee, and chair sub-committees when requested.

- d) Participate in inspections and investigations as requested or required.
- e) Recommend and advise on the development of policies and procedures for improvement of health and safety.
- f) Attend safety courses or seminars, which are made available to Committee members. Each Committee member is required to complete a minimum of 8 training hours per calendar year in accordance with the Workers Compensation Act.
- g) Take action to raise the profile of the safety program in their constituent areas, making sure that the safety agenda is included in all faculty and department meetings, and that safety concerns are discussed, and employees can raise safety concerns.
- h) Be familiar with WorkSafeBC Occupational Health and Safety Regulations, the University Occupational Health and Safety program, and the Committee's Terms of Reference.
- i) Members are bound by confidentiality during and after the period of membership, except where disclosure of information is specifically required by legislation.

Co-Chairs

- a) The Co-chairs will chair alternate meetings.
- b) Control the meetings.
- c) Ensure the maintenance of an unbiased viewpoint.
- d) Arrange the agendas.
- e) Review the previous minutes and material prior to the meetings.
- f) Bring forward recommendations (informal and formal) to RRU Leadership for resolution.
- g) Facilitate the preparation of an annual report of the Committee's activities for HRGC.

Secretary

- a) Provide notification to Committee regarding upcoming meetings
- b) Calendar invites for meetings
- c) Room bookings
- d) Act as co-chair when necessary.

JOHSC Administrator

- a) Prepare and distribute agenda.
- b) Distribute minutes.
- c) Maintain Committee member's annual training records.
- d) Facilitate training registration, as needed.

Advisor Representatives

Provide specialist advice, information and resources to the Committee.

General Process for Recommendations to the Employer (via AVP HR)

- a) Recommendations can be brought forward by any JOHSC member.
- b) Recommendations must be directly related to health and safety and reasonably be capable of being done.
- c) Agreement on issues and recommendations will generally be achieved by consensus.
- d) All recommendations agreed to and put forward will be noted in the meeting minutes.
- e) All recommendations approved by the AVP HR will be forwarded to the applicable party or workgroup for completion and implementation, the status of which shall be provided to the JOHSC for discussion at a future meeting in a timely fashion.

Formal Process for Recommendations to the Employer (via AVP HR)

- a) If issues and concerns cannot be resolved in a reasonable amount of time, the Committee may resolve to make a formal recommendation to the Employer via AVP HR.
- b) The recommendation must be sent in writing via email on behalf of both Co-Chairs
- c) All formal recommendations must be made separate from the minutes of the meeting.
- d) The Employer via AVP HR is required, under Occupational Health and Safety Regulations, to respond to the Committee within 21 calendar days of receiving the written request. The Employer must respond in writing by:
 - i. Indicating acceptance of the recommendation, or
 - ii. Giving the Employer via AVP HR's reasons for not accepting the recommendation.
- e) If the Employer via AVP HR is not reasonably able to provide a response before the end of the 21-day period, the Employer via AVP HR will be asked by the Committee to provide - within that time - a written explanation for the delay, together with an indication of when the response will be provided.
- f) If the JOHSC is not satisfied that the explanation provided for the delay is reasonable (in the circumstances), a Co-chair may report this to the RRU Safety & Environment Officer. If a reasonable result cannot be reached, the Committee may report it to WorkSafeBC, who may investigate the matter and may, by order, establish a deadline by which the Employer via AVP HR must respond.

8. Training & Educational Leave Entitlement

- a) The Occupational Health and Safety Regulation 3.27(2) and (4) establishes mandatory minimum training and education requirements for new Committee members and worker health and safety representatives selected on or after April 3, 2017.

- b) New JOHSC members are required to be provided 8 hours of training as soon as practicable but no more than 6 months after being selected in accordance with the mandatory list of topics provided in OH&S Regulation 3.27(2) and (4) – SRS will provide the training.
- c) Additionally, all JOHSC members are entitled to 8 hours of annual educational leave (WCA Section 135) or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses.
- d) A member of the JOHSC may designate another member as being entitled to take all or part of the member’s educational leave.
- e) The JOHSC can provide guidance on appropriate training for workplace relevance and what would qualify under the “entitled 8 hours,” but it is the Employer’s responsibility to approve the time off and related costs.
- f) The Employer must provide the educational leave without loss of pay or other benefits. All reasonable costs associated with the training course will be paid for or reimbursed to the worker by the Employer.

9. Annual Review

Each year the Employer will complete an Evaluation of the JOHSC. Evaluations will be reviewed with the Committee Co-chairs for input and feedback. The final evaluation will be reviewed by the Committee during the meeting immediately following the receipt of the evaluation and documented in the meeting minutes.

10. Amendments

These terms of reference may be amended by majority (51%) vote of the Committee members at a duly constituted meeting.

APPENDIX A – RECORDS MANAGEMENT RESPONSIBILITY MATRIX

Records Responsibility Matrix Occupational Health & Safety Records at RRU

Type	Storage Location	Who is Responsible
First Aid records	1. O:\Staff\human resources	Employer and First Aid Attendant
Workplace Inspection Records	1. Safety Officer's Office (locked cabinet) 2. O:\Staff\boards and committees\JOHSC Committee	Employer
Employer's Incident Investigation and Corrective Action Reports	1. Safety Officer's Office (locked cabinet)	Employer
Form 7	1. O:\Staff\human resources	Employer
Health & Safety Training Records	1. O:\Staff\human resources	Employer
Risk Assessments	1. Safety Officer's Office (locked cabinet)	Employer
Safe Work Procedures	1. Safety Officer's Office (locked cabinet)	Employer
Safety Meeting Records	1. O:\Staff\human resources 2. O:\Staff\boards and committees\JOHSC Committee 3. Last 3 months minutes for public: https://humanresources.royalroads.ca/joint-ohs-committee	Employer and JOHSC
Written Recommendations	1. O:\Staff\human resources 2. O:\Staff\boards and committees\JOHSC Committee	JOHSC
Records of training provided to JOHSC	1. O:\Staff\human resources 2. O:\Staff\boards and committees\JOHSC Committee	Employer and JOHSC

- Protect confidentiality when required. Any records that contain claims information for individual workers, for example, are considered strictly confidential and not accessible to anyone without special authorization. First aid records are also considered confidential.
- OHS records need to be transferable, so that future JOHS committee members will also have access.
- The Employer may occasionally need to share and explain documentation. WorkSafeBC prevention officers, for example, might need to consult with the Employer while conducting a workplace inspection.