



## **HEALTH AND SAFETY COMMITTEE (HSC)**

### **TERMS OF REFERENCE**

#### **PURPOSE:**

The Health and Safety Committee (HSC) is a team of employee, manager and faculty representatives working together to:

- receive, consider and manage concerns, respecting the health and safety of workers;
- participate in Red Deer Polytechnic's (RDP) hazard assessments;
- make recommendations to the appropriate Senior Leader and to the Executive Director, People and Culture, if needed, for resolution, respecting the health and safety of workers;
- review RDP's work site inspection and incident reports.

#### **MANDATE:**

HSC was formed to comply with the Alberta Occupational Health and Safety (OHS) Act, Regulations and Code, under the authority of the Executive Director, People and Culture.

#### **RELATIONSHIP TO OTHER COMMITTEES:**

It acts as an advisory body to Service Council.

The following are sub-committees/teams that report to the HSC:

- Biosafety Advisory Committee
- Trades OHS Sub-committee

#### **COMPOSITION:**

Membership must consist of at least four members and at least half of the members must represent the employees not associated with the management of RDP.

The employer representative members are appointed by RDP Senior Administration.

One employer representative member should be from the following areas:

- Health, Safety and Wellness Manager
- Security and Emergency Response
- Risk Services and Procurement
- School of Education and Trades
- BioSafety Officer

The employee representative members may be selected by their Union, School or Division and endorsed by their Senior Leader. At least one employee member must be from each constituency group (FARDC, AUPE and CUPE).

One employee representative member should be from the following RDP areas:

- Science labs –Donald School of Business, Science and Technology
- School of Community, Wellness and Health
- School of Arts and Culture
- Facilities, Infrastructure and Engineering- Campus Management
- School of Education and Trades
- Ancillary and Sports Services

### Co-chairs

The HSC must have two co-chair persons, one is to be an employer representative member and one is to be an employee representative member.

The employee co-chair is to be chosen by the employee representative members; and the employer co-chair is to be chosen by the employer representative members.

The co-chairs shall alternate in serving as chair at meetings. The co-chairs are responsible for the following:

- taking a leadership role in guiding HSC discussions towards definite conclusions,
- ensuring the meetings start and end on time and are conducted in accordance with the established agenda and process, and
- striving to achieve consensus.

### Occupational Health and Safety Officer

The OHS Officer functions as a specialist advisor to Schools/Divisions in occupational health and safety legislation and industry best practices for faculty, staff and students. The OHS Officer, together with work site parties, design and maintain programs and procedures to both create and promote awareness; and to prevent disease and injury caused by chemical, physical, biological, psychological and ergonomic hazards at the workplace.

### Terms of Office

The OH&S Officer will be a permanent member of the committee.

Committee members are appointed for two (2) year terms and can be reappointed. Member appointments shall be staggered to allow continuity of the committee.

### ACCOUNTABILITY:

HSC is accountable to Executive Director, People and Culture.

**REPORTING:**

The co-chairs of the committee author a report annually to Service Council. The meeting minutes get uploaded to the HSC SharePoint and RDP Senior Administration gets notified via email that new minutes are available for review.

**RESPONSIBILITY:**

The co-chairs are responsible for the terms of reference, ensuring appointment of members and the operation of the HSC.

**ADMINISTRATIVE SUPPORT:**

The Administrative Assistant for the Health, Safety and Wellness Centre provides administrative support.

**OPERATING PROCEDURES:**

HSC meetings shall be held at least quarterly and during business hours.

HSC decisions and actions are not considered to be valid if quorum is not met, the HSC shall have a quorum of at least one half of the members if:

- at least half of the HSC members are present,
- at least one half of those present are employee members, and
- at least one employer member is present.

With the consent of the co-chairs, guest(s) may be invited to attend a HSC meeting, as a resource, to provide advice or expertise on specific items.

The co-chairs will jointly prepare an agenda with the committees' administrator and forward a copy of the agenda to all HSC members in advance of scheduled meetings.

**Dispute Resolution**

If the HSC fails to reach consensus to make a recommendation(s), the co-chairs of the HSC have the power to make unilateral written recommendations to the Executive Director, People and Culture.

**LEVEL(S) OF AUTHORITY:**

Recommending Authority

**REVIEW DATE:**

December 14, 2021

**EFFECTIVE DATE:**

June 24, 2021

February 24, 2022

**REVISION HISTORY:**

June 27, 2019

June 24, 2021

December 8, 2021

**Levels of Authority for Decision Making:**

**Decision authority:** The right to make a decision or create a policy without consultation with other individuals or groups.

**Principal authority:** The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

**Shared authority:** Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

**Recommending authority:** The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

**Advising authority:** The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.