



# UNIVERSITY OF SASKATCHEWAN

## LOCAL SAFETY COMMITTEE TERMS OF REFERENCE

June 2020

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**Thank you** for actively serving on your Local Safety Committee (or “LSC”) at the University of Saskatchewan.

This Terms of Reference (ToR) document guides the operation, activities and administration of all Local Safety Committees across campus and provides details about member training, participation expectations and duties, and terms.

This Terms of Reference was audited by WorkSafe Saskatchewan in 2018, and has been updated in 2019 to include all recommendations for improvement resulting from the audit, ensuring accuracy of information and compliance with provincial health and safety legislation.

All new LSC members will receive orientation training from Safety Resources for their role on their LSC.

Please read this document and follow up with questions at this orientation training.

## U of S LSC Terms of Reference

### 1 Purpose of Local Safety Committees

The University of Saskatchewan is committed to providing leading edge occupational health, safety and environmental programs, services and support for local safety management systems (SMS) that prevent injuries and contribute to the engagement of employees and to the success of the university in its education and research goals.

The University of Saskatchewan established Local Safety Committees (LSCs) to play a vital role in achieving this commitment. LSCs assist in the identification and resolution of local health, safety and environmental issues within the wide variety of workplaces found across the university campus.

LSCs allow the University of Saskatchewan to meet or exceed legal and regulatory requirements under the Saskatchewan Employment Act, Part III (2013) and Occupational Health and Safety Act and Regulations (1996). Thereby helping ensure all staff, faculty and students can and will:

- Conduct work and research in a safe manner, in a safe environment, with all requisite training;
- Participate in local and proactive occupational health and safety processes; and,
- Identify and resolve local safety concerns in a timely manner.

The LSCs work under the auspices of the University of Saskatchewan institutional Occupational Health Committee (OHC). Each LSC has been assigned an institutional OHC representative to ensure two-way communication is maintained between the LSCs and the OHC.

*A complete list of LSCs are outlined in Appendix 1, including risk level of workplaces represented – high, moderate or low risk.*





## 2 Local Safety Committee Role and Function

The LSC is to monitor the workplace, receive concerns and suggestions from personnel relating to occupational health and safety, provide advice and make recommendations for eliminating or controlling workplace hazards, and follow up on issues to ensure safe research and work environments. This includes the following roles and functions:

- a. Receive, consider, and resolve matters respecting the health and safety of employees and students and any sub-standard conditions in the workplace environment;
- b. Participating in the identification and control of health and safety hazards in or at the place(s) of employment, by conducting and following up on regular documented workplace inspections;
 

**NOTE:** *During inspections all LSC members are expected to wear any required personal protective equipment. In addition, LCS members are expected to wear safety glasses and lab appropriate attire and footwear for entering any laboratory, clinical or workshop space. Contact Safety resources if LSC members are not able to obtain with safety glasses from their department.*
- c. Working and cooperating with Safety Resources through regular communication and participating in efforts to improve employee health and safety and the workplace environment;
- d. Establishing, promoting, and recommending the means of delivery of occupational health and safety programs for the education, training and awareness of employees;
- e. Maintain records pursuant to section 3-27 of the Act;

### Duties of committees

3-27(1) The duties of an occupational health committee are the following:

- (a) to participate in the identification and control of health and safety hazards in or at the place of employment;
- (b) to cooperate with the occupational health and safety service, if any, established for the place of employment;
- (c) to establish, promote and recommend the means of delivery of occupational health and safety programs for the education and information of workers;
- (d) to maintain records with respect to the duties of the committee pursuant to this section;
- (e) to investigate any matter mentioned in section 3-31;
- (f) to receive, consider and resolve matters respecting the health and safety of workers;
- (g) to carry out any other duties that are specified in this Part or the regulations made pursuant to this Part.

(2) An employer or contractor shall ensure that the duties of the occupational health committee imposed by this Part or the regulations made pursuant to this Part are not diminished by any other committee established within the place of employment by the employer or contractor.

2013, c.S-15.1, s.3-27.

- f. Investigate any matter pursuant to section 3-31 of the Act;

### Right to refuse dangerous work

3-31 A worker may refuse to perform any particular act or series of acts at a place of employment if the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker's health or safety or the health or safety of any other person at the place of employment until:

- (a) sufficient steps have been taken to satisfy the worker otherwise; or
- (b) the occupational health committee has investigated the matter and advised the worker otherwise.

2013, c.S-15.1, s.3-31.





- g. Other duties pursuant to Part III of the Act and the OHS Regulations.

### **3 Local Safety Committee Membership**

- a) The LSC shall consist of at least one management representative, and endeavour to include all bargaining groups. However, the LSC structure shall be based primarily on participation from all of the functional work groups represented by the LSC;
- b) When more than one college or department is represented by a single LSC, there must be at least one representative from each college or department. Further, there must be a clear connection to management from each college or department represented by the LSC in order to facilitate effective follow up;
- c) The LSC shall have two co-chairpersons, one designated by management and one selected by the employee members of the committee. Both co-chairpersons have the same rights and responsibilities, including the right to call and chair meetings (See Section 5 for more information);
- d) LSC members shall endeavour to have an alternate, to help ensure continual representation by the committee; and,
- e) LSC members serve for a term of three years, though members may serve for more than one term. If a member wishes to discontinue his/her membership, that person should remain on the committee until a replacement has been selected.

### **4 Duties of Local Safety Committee Members**

LSC members are responsible to perform the following functions:

- a) Attend and participate in LSC meetings and associated activities (inspections and training);
- b) As assigned and/or scheduled, participate in fulfilling LSC follow up activities, including:
  - Conduct regular and documented LSC inspections (frequency to be based on risk level) and follow up to resolve identified sub-standard acts and/or conditions;
  - Support the development of written Safe Operating Procedures (SOPs), and associated documented training records for all high and moderate risk work or research activities;
  - Maintain and continually improve local emergency response plans, including written lab-level emergency shut down procedures for all high risk research environments;
  - Support the development of local safety management systems to manage employee health and safety and the workplace environment in a diligent manner;
  - Collaboration with other LSCs across campus; and,
  - Facilitate safety management system assessments and support recommendations for continual improvement.





- c) Provide input on college/division and department, laboratory and fieldwork health and safety policies, programs and services; help develop written safe work plans for all identified moderate and high risk work activities
  - For both on and off campus work or research activities,
  - For work or research activities occurring during and after regular work hours;
  - For any employee or student working alone in any high or moderate work or research environment.
- d) Provide advice and guidance on health and safety concerns or issues presented to the LSC;
- e) Determine issues or concerns that cannot be resolved by the LSC and therefore must be referred to the institutional OHC for further consideration, and resolution;
- f) In cooperation with Safety Resources, participate in investigations and follow up of any serious incidents or dangerous occurrences as defined in Sections 8 and 9 the Saskatchewan Occupational Health and Safety Regulations (See Section 7 for more information);
- g) Receive, review and investigate refusals to perform dangerous work as defined in Part III of the Saskatchewan *Employment Act*;
- h) Promote health and safety throughout the college/division and all departments;
- i) Communicate LSC activities and initiatives to all faculty, staff and students by:
  - Routinely asking those represented by the committee if they have any health and safety concerns (prior to LSC meetings);
  - Making LSC information readily accessible to all those represented by the committee, including a current list of LSC members and contact information; and,
  - Regular posting of LSC minutes, either electronically or on an OHS bulletin board.
- j) Any other duties as specified in the Saskatchewan *Employment Act* and the *Occupational Health and Safety Regulations*.

## 5 Additional Duties of Local Safety Committee Co-Chairpersons

Both co-chairpersons have the same rights and responsibilities as defined below and as stated in the Saskatchewan *Employment Act, Part III* and the *Occupational Health and Safety Regulations*.

- a) Co-chairpersons set the LSC meetings schedule and meeting location. The general expectation is that LSC meetings occur on a regular predetermined schedule, shared with all LSC members through a recurring Outlook meeting invite;
- b) A meeting agenda shall be distributed prior to the meeting, together with the minutes from the previous meeting; co-chairpersons set the agenda for LSC meetings in consultation with LSC members; arrangements for setting the agenda rests with the co-chairs;
- c) Take accurate minutes of the LSC meeting, or assigning this duty to a willing LSC member;
- d) Keeping the LSC membership list up-to-date, and adding/removing members from contact list;





- e) Co-chairpersons shall keep the college/division and departments leadership team(s) and the OHC informed about the activities of the committee, this includes forwarding completed LSC minutes and inspections to the OHC at [safetyresources@usask.ca](mailto:safetyresources@usask.ca); and,
- f) Either co-chairperson may call additional, special or emergency meetings, in consultation with Safety Resources and the institutional OHC.

## 6 Local Safety Committee Meetings

- a) LSC meetings shall generally be held quarterly. Higher risk work groups may meet more frequently (monthly or every two months), while lower risk work groups may meet less frequently (semi-annually);
- b) Additional meetings may be called as required by co-chairpersons, in consultation with Safety Resources and the institutional Occupational Health Committee;
- c) Committees are governed and operated by consensus;
- d) There must be a quorum at every committee meeting. To ensure quorum, one half of the committee members must be present with representation from employer and employee members; and,
- e) Committee minutes must be maintained and readily available within two weeks after the meeting. Minutes must be updated routinely for each meeting to document progress of follow up activities.

## 7 Reporting Serious Injuries, Fatalities and Dangerous Occurrences

All personnel, faculty and students at the university must immediately report all workplace incidents, injuries and near misses to Safety Resources – including serious injuries and dangerous occurrences. All serious injuries, fatalities and dangerous occurrences must also be immediately reported to the government Ministry of Labour Relations and Workplace Safety (MLRWS). This includes:

- Serious injury or bodily harm that causes or may cause death and/or requires an employee to be admitted to a hospital as an in-patient for 72 hours or more, as per Section 8 of the OHS regulations.
- A Dangerous Occurrence is a situation that did not cause, but may have caused a serious injury or a fatality. See Saskatchewan OHS regulations Section 9, for more information.

Safety Resources and the institutional OHC will lead related investigations and liaise with the MLRWS. The LSC and personnel from area where the serious injury or dangerous occurrence happened may be asked to participate in the investigation and in following up to implement corrective actions to prevent any reoccurrence of the incident.

## 8 Occupational Health Committee Member Training

**INTERNAL LSC MEMBER TRAINING** – at the beginning of their term, and before their first LSC meeting all LSC members receive orientation training using this current LSC Terms of Reference in a scheduled session with Safety Resources Ex-officio LSC member. This is usually between an hour or half hour depending on questions and experience. All LSC members sign the LSC Terms of Reference training log to document this training. This is recognized as internal LSC training.





In addition, the Terms of Reference are reviewed annually at an LSC meeting, and the log sheet will be passed around the room for all members to sign and date.

**EXTERNAL LSC MEMBER TRAINING** – this training is provided by WorkSafe Saskatchewan, WorkSafe is a partnership between the Ministry of Labour Relations and Workplace Safety (MLRWS) and the Saskatchewan Workers' Compensation Board (WCB). The training includes two courses, Level I Committee Training (introduction to health and safety committees) and Level II Committee Training (inspections and investigations). Time completing this training is considered as work time.

OHC Co-Chairs shall register for and complete:

- A) Level I Committee Training** (free 2-day classroom session only)

<http://www.worksafesask.ca/training/occupational-health-committee-training/level-1-occupational-health-committee-training/>

- B) Level II Committee Training** (free 2-day classroom session, or \$10 online option)

<http://www.worksafesask.ca/training/occupational-health-committee-training/level-2-occupational-health-committee-training/>

For additional information contact WorkSafe Saskatchewan at: <http://www.worksafesask.ca/>

**NOTE:** OHC members are also expected to have current all relevant institutional safety training and local job-specific training for their work.

## **9 Term of Office**

Committee members serve for a term of three years.

Members may serve for more than one term. If a member wishes to discontinue his/her membership, that person shall remain in office until a replacement has been selected.

## **10 Confidentiality**

Members of the committee will periodically be in possession of information of a confidential nature.

Such information shall not be disclosed to persons other than members of the Local Safety Committee or Manager of Safety Resources without consultation with the committee.





## Appendix 1 – List of Current Local Safety Committees

	Local Safety Committees	Unit(s) Risk Level *	Meeting Frequency **
1	*Administration/ConnectionPoint	Low	Biannually
2	College of Agriculture and Bioresources	High	Quarterly
3	College of Arts & Science: Sciences	High	Quarterly
4	College of Arts & Science: Social Sciences, Humanities and Fine Arts (Includes A&S College administration)	Low	Quarterly
5	University Libraries	Moderate	Quarterly
6	College of Dentistry	High	Quarterly
7	College of Education	Moderate	Quarterly
8	College of Engineering	High	Monthly
9	DEU/USLC (Williams Building)	Moderate	3 times annually
10	College of Kinesiology	High	Every 2 Months
11	*Health Sciences	High	Quarterly
12	College of Nursing	Moderate	Quarterly
13	Western College of Veterinary Medicine	High	Quarterly
14	Information and Communication Technology	Moderate	Quarterly
15	Consumer Services Division	High	Every 2 Months
16	USB – Facilities Operations & Maintenance/Services/EPMO/IPLD	High	Every 2 Months
17	Vaccine and Infectious Disease Organization (VIDO)	High	Quarterly
18	*Office of the Vice-President Research (OVPR)	High	Quarterly
19	College of Law, Edwards School of Business, and Diefenbaker Building	Low	Biannually
20	Livestock and Forage Centre of Excellence (LFCE) LSC	High	Quarterly
21	Station 20 West (Off-campus Joint-OHC)	Moderate	Quarterly
22	West Winds Medical Facility (Off-campus Joint-OHC)	High	Quarterly
23	*Plant Science Field Facility (Off-campus OHC)	High	Quarterly

\* Unit Risk Level determined by review of work, research and fieldwork activities, including unit personnel and Safety Resources.

\*\* Meeting Frequency is determined by risk level and by unit leadership.

\* **Administration LSC** includes Financial Services Division; Office of the President; Student and Enrolment Services Division; University Relations; Office of the Vice-President Finance & Resources; Gordon Oakes Red Bear Student Centre; ConnectionPoint (People & Resources Portfolio)

\* **Health Sciences LSC** includes College of medicine; OBgyn & Path/SHR; CHSDO/ Research Labs; CH&E; CHHSA; West Winds; Health Sc Supply Centre; Pediatrics /SHR; CHSDO/CLRC; Admin Office Rep; College of Pharmacy and Nutrition; Biochemistry & Microbiology Sc /Student Labs

\* **Office of the Vice-President Research LSC** includes Global Institute for Food Security; Global Institute for Water Security; Industry Liaison Office; Research Services; Saskatchewan Structural Sciences Centre; Special Advisors to VPR; Toxicology Centre; ; Vice-President Research Executive Office; and other research groups as added

\* **Plant Science Field Facility OHC** includes Kernan Farm, Horticulture Field Lab, AG Greenhouse, Soil Science Labs







## Appendix 2 – LSC Terms of Reference One-Page Summary

Thank you for serving on your Local Safety Committee. The work you do on this committee benefits the entire campus community, and more specifically those staff, faculty and students represented by this committee. This is a one-page summary of the LSC Terms of Reference for quick reference.

### **Purpose of LSCs:**

LSCs allow the University of Saskatchewan to meet or exceed legal and regulatory requirements under the Saskatchewan Employment Act, Part III (2013) and Occupational Health and Safety Act and Regulations (1996).

### **Role and Function of LSCs:**

The LSC is to monitor the workplace, receive concerns and suggestions from personnel relating to occupational health and safety, provide advice and make recommendations for eliminating or controlling workplace hazards, and follow up on issues or concerns to ensure safe work and research environments.

### **LSC Membership:**

The LSC shall have at least one management member, and shall have two co-chairpersons. The structure of the LSC is primarily organized to ensure representation of all functional work groups served by the committee. LSC members shall serve for at least three years and should have a designated alternate member if meeting attendance is not regular.

### **Duties of LSC Members:**

LSC members shall attend and participate in LSC meetings with the goal of identifying and resolving health, safety and environmental concerns brought forth to the LSC. This is primarily achieved through:

- Discussion at LSC meetings, as well as with colleagues, researchers and students between meetings;
- Assisting in regular documented LSC inspections of work spaces represented by the committee, and forwarding these inspections to the OHC, at [safetyresources@usask.ca](mailto:safetyresources@usask.ca); wear appropriate PPE;
- Inspection follow up to address deficiencies or sub-standard act and/or conditions; and,
- Other duties as outlined in the LSC Terms of Reference, or provincial OHS legislation.

### **Additional Duties of LSC Co-Chairpersons:**

Co-chairpersons shall determine the schedule of LSC meetings, this includes determining the meeting space and creating an agenda. Co-Chairs will chair the LSC meetings, and assign a LSC member to take minutes, and ensure the minutes are available to the represented work unit(s) within two weeks.

### **LSC Meetings:**

LSC meetings shall be held on a predetermined schedule, on a frequency fitting the risk level of the work environment. There must be quorum; decisions reached through discussion and consensus.

### **Reporting Serious Injuries and Dangerous Occurrences:**

All serious injuries and dangerous occurrences must be reported to Safety Resources immediately, then to MLRWS. An OHC investigation will then be conducted with LSC participation.

### **LSC Member Training:**

All LSC members shall register and attend all required training outlined in the LSC Terms of Reference.

### **Confidentiality:**

LSC members will maintain confidentiality as necessary, when conducting committee business.







## Appendix 4 – Process for Bringing Forward Facility-Related Safety Issues

*Facilities Customer Service Centre is now Facilities Support Services and the email address has changed.*

Moving forward, if you need to contact us by email, please send it to [facilities.support@usask.ca](mailto:facilities.support@usask.ca)  
(This replaces [customerservice.centre@usask.ca](mailto:customerservice.centre@usask.ca))

You can continue to contact us for work requests and inquiries by calling **306-966-4496** or by accessing our customer portal in PAWS (Admin Services -> Facilities Request), and a Facilities Support Agent will be happy to help you.

### **Our commitment to you**

Our new structure focusses on customer interactions, including requests for our services, and effective communication of how our work may impact our customers. The Facilities Services Team is a cross-functional team of experts that will handle many of the day-to-day facilities requests. Our Custodial Operations team works across the campus. As part of the Relationship Management Function, we have begun to implement the Facilities Strategic Business Advisor positions to enhance the customer experience and provide proactive and consultative services supporting the unique needs of each unit. (If you do not yet know who your Facilities SBA is, fear not! These new positions are being rolled out to campus this summer.)

### **Taking care**

We need to take care of our infrastructure that includes our grounds and buildings. The Operations & Maintenance area is organized to focus on preventative, reactive, and corrective maintenance, and operations and will be primarily organized to ensure stewardship of facilities and infrastructure assets. Our staff in the heating plant and the grounds crew continue to support the campus in the same ways as before.

### **What's next?**

We will be working closely with the campus community in the coming months in order to ensure that our shared facilities are working as optimally as possible, that we are supporting the needs of each unit, and that we are aligned with the mission, vision, and values of the University.

For more information, please read more about [Facilities Reimagined](#). If you would like to get in touch, please contact us at [facilities.feedback@usask.ca](mailto:facilities.feedback@usask.ca).

For more information: [facilities.support@usask.ca](mailto:facilities.support@usask.ca)

