

Health Sciences Facility Local Safety Committee

Local Safety Committee Terms of Reference:

Local safety committees (LSC) at the University of Saskatchewan "... play a key role in both the identification and the resolution of health and safety issues in the workplace at the college and division level." See Appendix A for the full terms of reference of the local safety committees.

Health Sciences Facility Organizational Structure and the CHSDO:

The council of health science deans is comprised of the deans of all six health science colleges (Dentistry, Kinesiology, Medicine, Nursing, Pharmacy and Nutrition, and Western College of Veterinary Medicine) and the Director of the School of Public Health. In 2009 the council issued their White Paper on Health Sciences Governance that outlined how the new Health Sciences facility is to be governed and the creation of the Council of Health Science Deans Office (CHSDO) which would oversee the building operations and support the academic and research programs taking place in the facility.

The CHSDO is led by the Director of Operations and two Associate Directors, one for operations and one for learning services. Within the responsibilities of the CHSDO many of the facility's operation units are being centralized including lab animal services, lab management, lab support (wash-up and technical support), health sciences supply centre (including animal ordering), clinical learning resource centre, event planning, surgery skills training, CHSDO local work control centre, etc. This is a work in progress as the CHSDO moves towards full operations in the new and renovated buildings that make up the Health Sciences facility. The CHSDO is also responsible for space management within the facility in conjunction with space allocation committees with representatives of the colleges and departments occupying the facility. In most facilities on campus, colleges, departments, administrative units, divisions, etc. manage space that has been allocated to them by Facilities Management. The Health Sciences facility will be managed as a non-departmentalized, non-college entity with the CHSDO overseeing the operations of the facility.

This unique operational management structure requires a new structure for the facility's local safety committee, one that is not based on departmental or college representatives but one that has representatives from various areas of the building that are representative of the workforce in the building.

Health Sciences Facility Local Safety Committee Structure:

In accordance with the LSC Terms of Reference, committee members are drawn from a range of work areas and trade unions representative of the activities taking place in the work environment¹. Under the terms of reference there is no limit to the size of the committee.

¹ The LSC Terms of Reference was developed in consultation with an approved by the University of Saskatchewan Occupational Health Committee in 2009. The LSC Terms of Reference has been adopted by all LSCs at the university.

In order to have representatives on the Health Sciences LSC that can represent the various areas of the facilities and the unique needs in each of these areas, the following committee structure has been approved by the CHSD's:

1. **LSC Chair – 1:** The Council of Health Science Deans will appoint the chair as their representative who will be chosen from the council office senior leadership team.
2. **LSC Admin Support – 1:** The Council of Health Science Deans office will provide limited administrative support for the LSC Chair.
3. **D-Wing Research Laboratories Representatives - 4:** Four ASPA laboratory managers for the research laboratory clusters will represent research laboratories on the LSC. The laboratory managers are responsible for applying workplace health and safety policies and procedures in the laboratories and for ensuring laboratory personnel adhere to said policies and procedures. As such, laboratory managers are very aware of the issues and solutions related to health and safety in the research laboratories.
4. **Vivarium Lab Animal Care Unit Representative – 1:** One member of the Laboratory Animal Services Unit, preferably one of the CUPE 1975 animal technicians, will represent this area of the facility.
5. **B-Wing Undergraduate Student Laboratory Representatives – 1:** One representative, from Anatomy, Biochemistry, Microbiology/Biomedical Science, and Physiology student laboratories and in 2015 the Pharmacy and Nutrition student laboratories. The representative can be either an ASPA or CUPE employee who works daily in these laboratories. The expectation is that this group of workers would be meeting for other academic reasons and could provide their representative with any health and safety concerns to bring to the LSC.
6. **Administrative/Office Representatives – 1:** One representative for the various administrative/office groups within the facility including for the College of Medicine, the College of Nursing, the Biomedical Sciences Division, and in 2013 the College of Pharmacy and Nutrition and the College of Dentistry.
7. **Health Sciences Supply Centre Representative – 1:** One representative from the Health Sciences Supply Centre which would be the CUPE 1975 supervisor for this area.
8. **SHR Representative for College Employees in SHR Facilities – 3:** Three representatives from any three of the College of Medicine departments in Royal University Hospital.
9. **Satellite Site Representatives – Number TBD:** One representative from each college that has satellite sites outside of the Health Sciences and RUH facilities including sites outside of the city of Saskatoon. Initially the Colleges of Medicine and Nursing will have one representative each. If in the future the other colleges occupying the Health Sciences facility including the Colleges of Dentistry and Pharmacy and Nutrition, or the School of Public Health have satellite sites then additional representatives would be required.
10. **WSEP Representative – 1:** One representative from WSEP acting as a resource for the committee.

- 11. University OHS Committee – 1:** One representative from the university’s occupational health and safety committee acting as a resource for the committee.
- 12. Canadian Centre for Health and Safety in Agriculture (CCHSA) – 1:** one representative from the CCHSA
- 13. Community Health and Epidemiology (CH&E) – 1:** One representative from CH&E
- 14. Clinical Learning Resource Centre (CLRC) – 1:** One representative from the CLRC
- 15. Future 2014 to 2017**
 - When Physical Therapy moves into the E-Wing in 2014-15, a representative will be required for the LSC.
 - College of Dentistry from the clinical services as we incorporate their facility under our facility management structure

APPENDIX A

University of Saskatchewan Local Safety Committee Terms of Reference

1. Introduction

The responsibility to ensure, insofar as is reasonably practicable, a safe and healthy workplace rests on the University of Saskatchewan as employer under the Saskatchewan Ministry of Advanced Education, Employment and Labour *Occupational Health and Safety Act, 1993*, and the *Occupational and Safety Regulations, 1996*.

In accordance with *Occupational Health and Safety Act*, the University of Saskatchewan has established an Occupational Health Committee to provide a forum for consultation between the University of Saskatchewan and representatives of its employees concerning health and safety issues in the University workplace.

Operating under the auspices of the Occupational Health Committee, Local Safety Committees (LSC) play a key role in both the identification and the resolution of health and safety issues in the workplace at the college and division level.

To support health and safety, the University has established a Workplace Safety and Environmental Protection Unit (WSEP) to develop health and safety and environmental protection programs, provide advice and technical support, develop and deliver safety training and ensure compliance with applicable legislation.

2. Responsibilities of Division Heads and Deans

In accordance with the University of Saskatchewan Workplace Responsibilities System, administrative responsibilities are delegated to department heads, deans and administrative unit heads in support of health and safety and Local Safety Committees.

It is the responsibility of the Division Heads and Deans to:

- a) Develop a working knowledge of University health and safety policies and applicable health and safety legislations.
- b) Promote safety in the workplace by encouraging workers to take an active role in identifying, reporting and resolving health and safety concerns.
- c) Establish a Local Safety Committee (LSC) with the assistance of the Workplace Safety and Environmental Protection Unit (WSEP).
- d) Ensure that the LSC membership fairly represents the work environment and the activities taking place.
- e) Ensure that the LSC meets at least quarterly.

- f) Support LSC activities through the provision of administrative and clerical support, printing and communication services.
- g) Review committee minutes with the LSC representative.
- h) Allocate the necessary resources to eliminate or control hazards in the workplace.
- i) Review and discuss committee minutes at departmental meetings.

3. Membership of the Local Safety Committee

A Local Safety Committee should contain a minimum of four members.

Local Safety Committee members are appointed by the Division Head or Dean and are to be drawn from a range of work areas and trade unions representative of the activities taking place in the work environment.

The Division Head or Dean, or designate, shall be a permanent member of the LSC and act as the Chairperson for committee meetings.

One member of the LSC is to be designated as Committee Secretary.

The configuration of the Local Safety Committees (LSC) at the University of Saskatchewan is defined in the document entitled *Configuration of Local Safety Committees* available on the WSEP website.

Local Safety Committee member names, telephone numbers and email addresses are to be posted in prominent locations (e.g. OHC bulletin board) in the college or division as well as on the WSEP website.

4. Functions of the Local Safety Committee

The functions of the Local Safety Committee (LSC) are to:

- a) Promote health and safety at the University with a focus towards the Workplace Responsibility System and injury prevention.
- b) Assist in identifying, eliminating and/or controlling hazards in the workplace.
- c) Receive, review and respond to local safety concerns in cooperation with the WSEP that have not been resolved between a worker and his/her supervisor.
- d) Conduct workplace inspections. The frequency of inspections is to be determined based on the identified risks in the workplace. Workplace inspections shall be conducted at least once per year.
- e) Provide input to the Division Head or Dean concerning the management of safety issues in the workplace.
- f) In consultation with WSEP, refer to the Occupational Health Committee (OHC) any concerns which the LSC is unable, after diligent effort, to resolve.

- g) Refer dangerous work refusals to the OHC.
- h) Cooperate with WSEP and the OHC.

Accidents involving a fatality or serious injury and dangerous occurrences are to be reviewed by the OHC in cooperation with WSEP.

5. Duties of the Local Safety Committee Secretary

The Local Safety Committee Secretary is to:

- a) Prepare meeting agendas and schedule meetings in cooperation with committee members.
- b) Record the meeting minutes.
- c) Maintain committee records.
- d) Provide information to the OHC through WSEP.

6. Meetings

Local Safety Committee (LSC) meetings shall be held at least quarterly. Additional meetings may be called as required by the committee.

For an LSC meeting to be considered valid, a quorum must be present. A quorum consists of one-half of the members of the committee where representatives of both the employer and employees are present and at least one-half of the members present represent employees.

7. Reporting

The LSC shall record minutes of each meeting in a standardized format available on the WSEP website. Alternate formats for meeting minutes are also acceptable as long as they contain the required information.

A copy of the minutes shall be sent to WSEP within two weeks of the date of the meeting. Copies of the minutes shall also be posted at locations readily assessable to employees. Meeting minutes and LSC reference information will be maintained on the WSEP website.

8. Training

All members of the LSC are expected to take Occupational Health Committee training accredited by the Government of Saskatchewan, respecting the duties and functions of an Occupational Health Committee. It is recommended that LSC members take both OHC Level I and OHC Level II training. As deemed necessary, additional training beneficial to LSC committee members may be recommended by WSEP.

9. Term of Office

Each committee member serves 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 should 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 committee or staff of WSEP without consultation with the committee.