Committee Name: Joint Worksite Health and Safety Committee (Committee)

Constituency: The Committee is an advisory group consisting of management and worker representatives working together to improve workplace health and safety. The Committee is established with representation from:
- AUPE Local 052 in accordance with the current Collective Agreement,
- The University of Calgary Faculty Association (TUCFA),
- Management and Professional Staff (MaPS),
- Graduate Students Association (GSA), and
- The Postdoctoral Association of the University of Calgary (PDAC)
- The University of Calgary Senior Leadership Team.

The Committee is established as a University-wide Committee, with joint representation of management and workers. The Committee reports to the Vice President (Services).

1. Employer Responsibilities (University of Calgary):

The University is responsible to:

a) Consult and cooperate with the Committee, seeking their input on Occupational Health and Safety (OHS) matters that affect the health and safety of employees.

b) Provide members of the Committee with reasonable opportunity to inform workers on OHS matters.

c) Inform the co-chairs of the Committee of any incidents that are reported to Alberta Occupational Health and Safety.

d) Provide the co-chairs with copies of any Orders issued by Alberta Occupational Health and Safety.

e) Ensure the Committee has sufficient opportunity to review records, policies, procedures, codes of practice, reports, or manufacturer’s specifications, as required to address matters before the Committee meeting.

f) Distribute to the Committee any information or documents addressed to them as soon as reasonably practicable.

h) Provide Committee members with time away from regular work activities, as required, to fulfill their duties as a member of the Committee and ensure they receive the applicable rate of pay if required to attend to committee matters outside of normal work hours.

i) Maintain a copy of any relevant health and safety documents produced by the Committee and have them readily available for inspection by Committee members.

2. Duties of Committee Members:

Committee members will:

Actively participate in all duties and functions of the Committee as required and outlined in sections 2 and 3 of this document.
a) Agree to work collaboratively with all Committee members and treat other Committee members with respect.

b) Complete assigned action items to the best of their ability by the agreed upon date.

c) Attend required training necessary to comply with legislation and fulfill their duties.

d) Review and update the Terms of Reference as required, which will be signed by the co-chairs.

e) Ensure that any matter put forward by the Committee to the University includes a description of the matter and recommendations to remedy the matter.

f) Not disclose another person’s personal information unless law requires it and there has been consultation with the Access and Privacy Office.

Duties of Committee Co-Chairs:

a) Prepare agendas and distribute them prior to meetings.

b) Conduct meetings in an orderly manner and have full knowledge of the agenda.

c) Ensure follow-up of items pertaining to the Committee through contact with those with the authority to implement the decisions/recommendations.

d) Call special meetings of the Committee to deal with urgent matters as required.

e) Ensure the minutes of the Committee are recorded and approved copies of the minutes are posted or provided by electronic means at the worksite within 7 days of approval.

All Committee members shall be considered to be at work when carrying out the duties and functions of a Committee member and shall be paid at the applicable rate of pay.

3. Functions of the Committee:

The Committee is responsible for, but not limited to, the following activities:

a) Reviewing and providing feedback or suggestions for EHS policies, programs, standards and procedures that impact employee health and safety.

b) Receipt, consideration and disposition of concerns respecting the health and safety of employees that are brought forward to the Committee if the normal operational chain of responsibility fails to respond to and adequately address the issue within 90 days.

c) Reviewing data provided on safety performance and health hazards, hazard assessment and control processes, inspections and OHS training, and providing suggestions.

d) Participating in inspections, reviewing investigations into serious incidents and participating in inspections of undue hazards identified through work refusals.

e) Being aware of any visits by an OHS Officer, the inspection report, and the response from the University.

f) Cooperating with OHS Officers and other regulatory agencies.

g) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the Committee.

4. Committee Membership:

The Committee shall be comprised of no more than 20 appointed members. Worker representatives are appointed in accordance with union constitutions (where applicable), or selected by workers or the worker groups they represent. All employer members of the Committee shall be appointed by the University. All members of the Committee shall be directly employed by the University to represent all employees.
Two (2) members of the Senior Leadership Team (SLT) shall be appointed to the Committee by the Vice President (Services). Consideration will be given to areas of responsibility as well as the number of MaPS or AUPE employees in their portfolio.

The University shall appoint a person in an academic leadership role to be an employer representative on the Committee.

AUPE (Local 52) will elect or appoint six (6) members to the Committee. This will include 2 members from Main Campus, 2 members from Foothills Campus, 1 member from Spy Hill Campus and 1 member from a satellite location (Downtown Campus, the School of Architecture, Planning and Landscape, WA Ranches, or The Barrier Lake Field Station).

TUCFA shall elect or appoint three (3) members to the Committee.

MaPS executive shall send out an expression of interest for Committee members. The University shall appoint two (2) members from MaPS to the Committee from the list provided by MaPS executive.

The Graduate Students Association (GSA) shall appoint one member.

The Postdoctoral Association (PDAC) shall appoint one member.

The Director, Environment, Health and Safety shall be a member of the Committee.

The Director Staff Wellness shall be a member of the Committee.

The Senior Director, Emergency Management and Security shall be a member of the Committee.

The Senior Manager, EHS Systems and Compliance shall be a member of the Committee.

Ex officio committee members will include one one representative from Labour Relations, and the Secretary for the Committee.

Each employee group may nominate alternate members up to the number of members they have on the Committee. Alternate members shall be offered and have access to Committee training.

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Worker Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Leadership Team (SLT)</td>
<td>2 members + 2 alternates</td>
</tr>
<tr>
<td>Academic (SLT)</td>
<td>1 member + 1 alternate</td>
</tr>
<tr>
<td>Director, Environment, Health and Safety</td>
<td>1 member + 1 alternate</td>
</tr>
<tr>
<td>Director, Staff Wellness</td>
<td>1 member + 1 alternate</td>
</tr>
<tr>
<td>Senior Manager, EHS Systems and Compliance</td>
<td>1 member + 1 alternate</td>
</tr>
<tr>
<td>Senior Director, Emergency Management and Security</td>
<td>1 member + 1 alternate</td>
</tr>
<tr>
<td>AUPE (Local 52)</td>
<td>2: Main Campus 2: Foothills Campus 1: Spy Hill Campus 1: Satellite location + 6 alternates</td>
</tr>
</tbody>
</table>
Co-Chairs:

a) A member of the University’s SLT shall be the employer co-chair of the Committee and an alternate employer co-chair shall be selected from among the employer SLT members. If the regular employer co-chair is unavailable for a meeting that they are scheduled to co-chair the alternate employer co-chair will chair that meeting. The worker co-chair of the Committee will be appointed from within the Committee by the worker representatives of the committee. An alternate co-chair will be appointed by the worker members of the Committee who will chair the meeting if the worker co-chair is unable to attend a meeting they are scheduled to chair. The alternate co-chair shall be a regular member of the committee. The co-chairs and alternates will be appointed or re-affirmed every two years.

Following appointment as co-chair, the co-chair and alternate co-chairs shall complete all training mandated by the University and Alberta Occupational Health and Safety in a timely manner.

5. Sub-Committees:

The Committee shall have a standing sub-Committee for EHS Programs Consultation. Refer to Appendix A: EHS Programs Consultation Terms of Reference.

The Committee may establish or appoint additional sub-Committees on an as-needed basis.

6. Terms of Office:

Members of the Committee shall hold office for a term of two years. Members may hold additional two year terms with support of the groups they represent.

If a member of the Committee is unable to complete their term of office, a replacement member shall be appointed from the group the member represents in accordance with the union constitution (where applicable) or other procedure adopted by the group. If a replacement member is appointed, the term of office will be the remainder of the term of office for the original member.
7. Meetings:

i) The co-chairs shall alternate in chairing the meetings of the Committee.

ii) New business items shall be submitted to the co-chairs two weeks prior to the Committee meeting date.

iii) An agenda will be prepared jointly by the co-chairs or designate person(s) and distributed to members one week prior to the meeting.

iv) Co-chairs will collectively determine if they need to call a special meeting of the Committee to deal with urgent concerns at the worksite.

v) The Committee must convene a special meeting if requested to do so by an OHS Officer.

vi) The Committee shall meet during regular working hours at least quarterly and, if other meetings are required because of an emergency or other special circumstance.

vii) The quorum for meetings is one-half of the appointed members if (a) both worker and employer members are present, and (b) at least one-half of those present are workers. If quorum is not present within 10 minutes of the published start time of the meeting, the meeting will be rescheduled.

viii) The Committee will work to achieve consensus on all occupational health and safety related matters.

ix) The Environment Health and Safety Department shall provide the required administrative support resources

Invited Guests and Observers

Guests and observers may be invited to speak at a meeting of the Committee by, or with the approval of, either co-chair given in advance of the meeting for the purposes of:

a) Training

b) Presenting information on a health and safety issue or topic where they have specific expertise or first hand knowledge

c) Consultation

d) Stakeholder with a vested interest in university operations (TUCFA, AUPE, contractors, etc.)

e) Observing discussion relating to a specific topic the visitor raised to the Committee’s attention

Invited Guest and Observers in attendance at a meeting may only speak or participate in live chat if expressly invited to do so by the chair of the meeting. All guests and observers are expected to maintain decorum and no audio and/or visual recording and/or transmittal is permitted without prior written approval by the co-chairs of the JWHSC meeting. Consequences for violation will be determined by the co-chairs and may include prohibition from future attendance.

8. Disposition of OHS Matters:

OHS matters are normally addressed through operational processes as part of the Internal Responsibility System. Therefore, upon receipt of a matter by the Committee, the first step will be for the co-chairs to verify the steps taken to resolve the matter through normal operational processes. The matter will be referred to the accountable individuals, if the operational processes have not been completed. This will help ensure timely and appropriate response to all OHS matters.
Matters may be forwarded to the Committee from a variety of sources including, but not limited to:

a) Any employee of the University of Calgary  
b) Biosafety Committee  
c) Radiation Safety Committee  
d) Safety Improvement Teams (SIT Committees)  
e) Threat Assessment Committee  
f) Faculty/Department Leadership  
g) Employee Associations/Unions

The Committee will attempt to reach consensus on each decision it makes. If the Committee is unable to reach consensus on a matter relating to occupational health and safety, the Committee may agree to refer the matter to the Environment Health and Safety Department for further investigation or review. Alternately, the Committee may decide to form a sub-committee to explore the matter and report back to the Committee at a future meeting.

All written requests from the Committee to the University shall be forwarded to the Vice President (Services). Upon receipt of a written request from the Committee, the Vice President (Services) shall respond as follows:

a) If the matter can be resolved within 30 days, the University shall do so and inform the Committee of actions taken.  
b) If the matter cannot be resolved within 30 days, the University shall respond in writing detailing the remedy and timeframe for implementation.

If the issue is not resolved satisfactorily, if the resolution exceeds the 30 day period, or exceeds the timeframe for implementation, standard committee decision-making processes will be used to determine if a matter is sent to Alberta OHS on behalf of the Committee by a co-chair.

9. Training:

a) All Committee members must complete any training that is mandated by the University or Alberta Occupational Health and Safety. Training will also be offered/made available to committee alternates and alternates are encouraged to complete the training.  
b) Training will be provided on the following topics:  
   i) the roles and responsibilities of co-chairs and members of the JWHSC;  
   ii) the obligations of work site parties; and  
   iii) the rights of workers.

10. Records:

a) The co-chairs of the Committee shall ensure that accurate records are kept of all matters that come before it and are responsible for the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the Committee.  
b) Copies of the minutes approved by the Committee are provided to the Vice President (Services), and are posted or provided by electronic means, within 7 days after approval of the minutes by the Committee.
c) Records of meetings of the Committee and all documents produced by the Committee must be maintained for at least two years and be readily available for inspection by a Committee member or an Alberta OHS Officer.

d) Names and contact information of the Committee members will be posted on the EHS website.

11. Review and Approval of Terms of Reference:

a) The Terms of Reference (TOR) will be reviewed, updated and approved as required and will remain in force and until a new TOR is approved.

b) Review of the TOR will be recorded in the meeting minutes.

These terms of reference were last amended on July 19, 2022 and approved by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Rendell</td>
<td>August 18, 2022</td>
</tr>
<tr>
<td>Employer Co-Chair</td>
<td>Date</td>
</tr>
<tr>
<td>Paulette Harrison</td>
<td>August 23, 2022</td>
</tr>
<tr>
<td>Worker Co-Chair</td>
<td>Date</td>
</tr>
</tbody>
</table>