

**St. Francis Xavier University**  
**University Joint Occupational Health and Safety Committee**  
**Terms of Reference**

**Mandate**

The intent of the University's Occupational Health and Safety Management System is to help educate all employees including faculty, administrators, staff and students in working together to promote a healthy and safe working environment. The University Joint Occupational Health and Safety Committee (UJOHSC) provides an Employee/Employer forum to address issues related to prevention of illness and injury, promotion of health and safety of Employees and protection of Employees from hazards in the workplace.

**1.0 Membership**

- I. The Committee consists of four (4) representatives from the Employer, five (5) Employee representatives and one representative from the Student's Union.
- II. The Employee representatives (and Alternates) shall be selected by their respective groups for a three (3) year term. The groups include CUPE, NSGEU, Non-Union, AUT and Unifor.
- III. The Student's Union President or Designate shall appoint a student representative and shall stand for a one (1) year term.
- IV. The Employer's representatives and Alternates shall be appointed by the President of the university or Designate for a three (3) year term.
- V. Alternates shall be appointed or elected and attend Committee meetings, which the general member cannot attend.
- VI. A Employee who is a member of a Joint Occupational Health and Safety Committee is entitled to such time off from work as is necessary to attend meetings of the committee, to take any training prescribed by the regulations and to carry out the Employee's functions as a member of the committee, and such time off is deemed to be work time for which the Employee shall be paid by the employer at the applicable rate.

**2.0 Rotation of Members**

- I. The UJOHSC membership will be reviewed annually, in January.
- II. Any Committee member (and alternate) shall be eligible for re-appointment for a three (3) year term.
- II. Alternate members may replace outgoing members, and new alternate members will be chosen.
- III. Except in the case of retirement or resignation, rotation shall be no more than fifty percent of the Committee at any one time to ensure continuity and effectiveness of the Committee.

**3.0 Election of Co-Chairs**

- I. The UJOHSC shall have two Co-Chairs elected at the January meeting or as agreed to by the committee.

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- II. The Co-Chair position will alternate monthly between Employer and Employee groups or as agreed to by the Committee.
- III. The terms of office for the Co-Chairs shall be one (1) year.
- IV. An incumbent Co-Chair shall be eligible for re-election for up to three one-year terms.
- V. If a vacancy occurs in the position of Chair, the position shall be filled by election at the first subsequent meeting of the Committee.
- VI. Student representatives are not eligible for a Co-Chair position.

**4.0 Duties of University Joint Occupational Health and Safety Committee Members:**

**4.1 *The Co-Chair will:***

- I. Preside over the meeting of the UJOHSC and ensure it is conducted in a democratic and orderly manner.
- II. Encourage all members of the UJOHSC attend meetings on a regular basis, and ensure they are meeting the requirements of the position to which they were appointed.
- III. Inform the UJOHSC of any incident reports or concerns/complaints that have been directed to the UJOHSC for consideration.
- IV. Require the review and analysis of reported incidents, investigations, inspections and recommendations from the UJOHSC.
- V. Ensure written recommendations by the UJOHSC are sent to the President of the university or Designate for a response. Then advise the committee of the written response to the recommendations within 21 days.
- VI. Perform any other tasks assigned by the UJOHSC or required by legislation.

**4.2 *The Committee members (and Alternates-when required or invited) will:***

- I. Attend committee meetings.
- II. Notify the OH&S Office if unable to attend.
- III. Receive and bring forward health and safety issues from areas of representation.
- IV. Set examples to fellow employees by observing healthy and safe work practices and procedures.
- V. Promote and support health and safety activities throughout area of representation.
- VI. Contribute ideas and make suggestions to improve health and safety in the workplace.
- VII. Participate in UJOHSC inspections and investigations as required and directed by the UJOHSC.
- VIII. Participate in committee activities and on subcommittees as required.
- IX. Acquire a level of knowledge and education about health and safety issues in the workplace.
- X. Maintain an acceptable level of confidentiality regarding committee proceedings and documents.

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- XI. If a member of the Committee is unable to attend a meeting, notify the Alternate of the meeting time and place and ensure the Alternate is to attend.
- XII. Any other duties as directed by the UJOHSC or required by legislation.

**4.3 The Secretary will:**

- I. Record and prepare the minutes of all meetings.
- II. Provide a written draft of meeting minutes to the Co-Chairs within ten (10) working days following any meeting.
- III. Send draft minutes to committee at least two (2) working days prior to the following meeting.
- IV. Finalize minutes following meeting and provide final copy to OHS Office for posting on website.

**4.4 The OHS Office will:**

- I. Attend all meetings as an ex-officio member and OHS resource.
- II. Record and prepare the minutes in the absence of the Secretary.
- III. Distribute information concerning the activities of the UJOHSC as directed by the UJOHSC or a Co-Chair.
- IV. Maintain committee records including attendance, all minutes and other records as noted in *Section 6.0, Record Keeping*.
- V. Any other duties as directed by the UJOHSC.

The Health and Wellness Advisor and the Director of Facilities Management will also attend meetings as ex-officio, non-voting members.

**5.0 UJOHSC Meeting Procedures**

- I. The UJOHSC will meet at least monthly, on a consistent day and time as scheduled by the OHS Office, unless the committee alters the required frequency by motion at a meeting.
- II. The committee should reach agreement on all general matters through consensus. The chairperson will ask if there are any objections to agreements made through consensus.
- III. If a consensus cannot be reached, a majority vote shall take place, with the results recorded in the minutes of the meeting.
- IV. A motion is required to approve the meeting minutes.
- V. A Motion can take place as deemed appropriate by the committee. To propose a decision or action, a motion must be made by a committee member (“I move that .....”). A second motion must then also be made (raise your hand and say, “I second it.”). After limited discussion the committee then votes on the motion. A majority vote is required for the motion to pass (“All in favour say I”). Then ask if anyone opposes (“Anyone contrary minded?”)
- VI. The OHS Office will arrange for a suitable meeting place and notify Committee members of the location.

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**5.1 UJOHSC Agenda**

Agenda Outline

1. Roll Call
2. Approval of Minutes of Last Meeting
3. Outstanding Items from Previous Meeting
4. Health and Safety Concerns
5. Review of Incidents
6. Review of Inspections
7. Update on Health and Safety Training
8. New Business
9. Date and Time of Next Meeting
10. Adjournment

**5.2 Minutes**

- I. A draft of the minutes from the previous meeting are circulated in writing to members at least two (2) working days prior to the meeting.
- II. Approved minutes and other relevant correspondence shall be posted by the OHS Office on the OHS Website within ten (10) working days following a meeting. The UJOHSC shall formally approve all minutes at the first meeting following the meeting for which minutes were produced.
- III. Any changes to the minutes shall be made by the Secretary and noted in the following meeting's minutes.

**6.0 Record Keeping**

The following reports, records and information shall be maintained for the UJOHSC by the OHS Office:

1. Meeting Minutes
2. Written concerns/complaints reports
3. Incident investigation reports
4. Records of workplace inspections
5. Correspondence
6. Department of Labour written orders/warnings
7. Work refusal reports
8. Written recommendations
9. University's response to recommendations
10. Any other relevant information

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**7.0 Emergency Meetings**

- I. An emergency meeting of the Committee may be called by a Co-Chair without minimum notice.
- II. Where a Co-Chair is not available or Committee members cannot agree on the need for an emergency meeting, an emergency meeting can be called where four (4) members of the UJOHSC agree to the meeting. See quorum requirements below (8.0(III)).
- III. Definition of Emergency from the StFX Emergency Management System: A present or imminent incident, whether natural or manmade that meets one or more of the following conditions:
  - Threatens the safety, health or welfare of people.
  - Damage or disruption to property, environment, or the academic, student life, research or administration functions of the university.

**8.0 Quorum**

- I. A quorum for UJOHSC at a **regular** meeting shall be five (5) members of the committee or Alternate(s), with at least fifty percent (50%) being Employee representatives, and at least two (2) Employer representatives.
- II. For regular meetings, if there is no quorum, adjourn the meeting and set an alternate meeting date prior to the next regularly scheduled meeting.
- III. A quorum for the UJOHSC at an **emergency** meeting including for work refusal investigation purposes, shall be four (4) members of the committee or Alternate(s), and must have equal representation from both the Employer and the Employee groups.
- IV. For all meetings, at least one co-chair must be present.
- V. For all meetings, when a quorum no longer exists, the meeting ends.

**9.0 Attendance**

- I. The Co-Chairs and OHS Office will encourage all members of the Committee to attend meetings on a regular basis.
- II. If a committee member misses two (3) consecutive meetings without notice and without a valid reason, the Committee shall determine whether the member will be removed from the committee and a new member appointed.
- IV. If a member cannot attend a meeting, they will get your alternate to attend. If neither can attend, the member will advise the OHS Office. This will help ensure quorum at meetings.

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**10.0 General**

- I. It is agreed that all employees are to be encouraged to report health and safety concerns to their immediate supervisor before bringing it to a committee member. The OH&S Act requires that all employees report any workplace hazard or contravention of the legislation to their supervisor.
- II. It is understood and agreed that all personal and medical information is to be kept confidential. Any references to such information in committee minutes must be done in a manner that prevents any identification of an individual's personal or medical information.
- III. The Committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing effective operation of the committee.
- V. Issues can be dealt with by email between meetings, as deemed necessary by the Committee.