



# Provost & VP Research Joint Occupational Health & Safety Committee Terms of Reference

## A) Name and Jurisdiction of Joint Occupational Health and Safety Committee

The Committee shall be known as the Provost & VP Research Joint Occupational Health & Safety Committee (JOHSC). The Committee will be responsible for all health and safety issues within the locations and departments listed in Appendix A.

## B) Reporting Structure

This committee reports to Provost & VP Research who reports to the Deputy Vice Chancellor and Principal who ultimately report to the UBC Board of Governors, and President & Vice Chancellor.

## C) Background

The *Workers Compensation Act (WC Act)* requires that most employers in the Province have a JOHSC.

Due to the number of staff and workers at the University of British Columbia and the diversity of occupations and relative hazards, the University (employer) has chosen to implement several JOHSCs in order to meet the requirements of the *WC Act* and the safety needs on and off Campus.

This Committee will be structured in accordance with the *WC Act* and will have employer (management) and worker representatives.

Local Safety Teams (LST) are not required nor governed under the *WC Act*, but may be implemented to provide assistance on safety items and issues within their mandate and provide information, recommendations and support to the JOHSCs.

Each LST will meet as needed and have their own Terms of Reference.

It must be noted that the development of a LST does not absolve or transfer the responsibilities of supervisory or managerial personnel within their area.

## D) Introduction

UBC Policy SC1, University Safety, provides the following general statement of objectives:

1 UBC aims to eliminate unnecessary risks, injuries, and occupational diseases, from UBC's workplace, teaching, and research environments.

2 UBC accepts Applicable Standards as minimum standards and may establish and enforce more stringent standards, as it deems appropriate for UBC Members.

## E) Purpose of the Committee

A JOHSC is an advisory group consisting of employers and employees working together to improve occupational health and safety in their workplace. The JOHSC has a mandate to advise, assist and make



recommendations on policy and procedures, which will improve health, safety, and personal security of all workers.

The committee shall monitor efforts of the University to comply with the Workers' Compensation Act and the BC Occupational Health and Safety Regulations and assess the effectiveness of University Health and Safety Programs.

The JOHSCs work with LSTs, where applicable, by providing support for health and safety issues that may not be rectified at the local level. The LSTs provide operational support for health and safety at UBC by conducting inspections, identifying and recommending corrective measures regarding unsafe working conditions, assisting with incident/accident investigations and recommending health and safety initiatives for their areas of responsibility. In the absence of an LST, the JOHSC will assume full responsibility.

The JOHSC is required to meet at least once each month to:

- Monitor efforts of the University to comply with WorkSafeBC regulations, all applicable Provincial and Federal Safety Legislation, as well as UBC's own safety policies and procedures;
- Participate in identifying unsafe situations or practices and recommend solutions;
- Address health and safety complaints from workers brought forward;
- Consult on broader health and safety issues;
- Make recommendations around health and safety improvements and educational programs, and monitor the effectiveness of those programs;
- Advise on programs and policies required under the OHSR and monitor their effectiveness;
- Work with all involved parties to review and advise on proposed changes to the workplace (e.g., machinery or equipment) or work procedures that may affect the health and safety of workers;
- Monitor activities and effectiveness of University health & safety programs; and,
- Monitor to ensure that accident/incident investigations and general inspections are completed.

#### **F) Committee Membership**

Appendix B shall be used to document Committee membership.

Each JOHSC must have the following:

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who are not in M&P and/or excluded management positions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives; and,
- d. Two co-chairs, one selected by the worker representatives and one selected by the employer representatives.

*\*Quorum for the meeting is achieved when the requirements for bullets (a) to (c) above are met. Quorum is required for voting within the JOHSC.*

*\*Health, Safety and Environment will support the Committee by attending all meetings in a non-voting capacity.*



*\*Occasionally, with the approval of the co-chairs, the Committee may invite guests to provide information, training or consulting; they will be considered as a non-voting resource.*

*\*All appointments to the Committee shall be for a period of two (2) years (term). An effort will be made to stagger committee appointments to ensure continuity of committee functions. Any member may be reappointed to the Committee following their initial term. If a member of the committee chosen by the workers is unable to complete the term, the workers will choose another member. If a member of the committee appointed by the employer is unable to complete the term, the employer will appoint another member. Appointment terms shall be reflected in committee minutes.*

### Selecting Employer Representatives

The Dean or Director shall appoint the employer (management) representatives and alternates. The representatives must exercise managerial functions at the workplace where the JOHSC is established.

### Selecting Worker Representatives

The selection of Faculty and Staff worker **representatives** shall be completed in accordance with the applicable part of Section 128(1) of the *Workers Compensation Act*:

*128 (1) The worker representatives on the Committee must be selected from workers at the workplace who do not exercise managerial functions at that workplace, as follows:*

- a) If the workers are represented by one or more unions or associations, the worker representatives are to be selected according to the procedures established or agreed on by the union (s) or association(s);*

### Selecting Committee Co-chairs

When a JOHSC is formed, the worker and employer representatives will each select one of their own members to act as a co-chair (for a 2-year term). Worker and employer representatives must also vote on an alternate co-chair in the event that the co-chair is unable to fulfill their 2 year term. The alternate Co-Chair will step in to fulfill the remainder of the term, at which point new or remaining Co-Chairs will be voted in. The alternate Co-Chair will also assume co-chair duties for any monthly meetings that the current elected co-chair is unable to attend.

For subsequent co-chair elections:

- Current elected Co-Chairs will meet one (1) month prior to the end of their 2-year term to each develop a list of potential candidates as their replacement Co-Chair, including themselves if they would like to be reconsidered. This list will be presented at the last Committee meeting of their term.
- Additional candidates for each of the groups can be added by the floor at the meeting. NOTE: All candidates must be in agreement PRIOR to submission for consideration.



- The election of the co-chairs will be held at the beginning of the last Committee meeting with the newly elected Co-Chairs assuming the responsibility immediately, marking the beginning of their term.
- Every reasonable effort should be made to stagger the Co-Chair terms.

*\*Note: Worker and employer representatives can only recommend and elect candidates for co-chairs within their own group.*

Committee members and Co-Chairs will be listed on the UBC Safety Committees website (<https://hse.ok.ubc.ca/committee/>).

### **G) Committee Meetings**

The JOHSC is required to meet at least once each month. Meeting location, dates and time will be set by the committee's administrative support, in consultation with the Co-Chairs. Every effort should be made to set meeting dates for the year; preferably on the same day of each month, at the same location.

- Special meetings, if required, will be held at the call of the co-chairs.
- A quorum shall consist of a minimum of four committee members, provided that both employer and worker representatives are in attendance and at least half of those in attendance are worker representatives (see Committee Membership Section above). NOTE: *If quorum is not met, then the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.*

The meetings should follow an agenda (see template), which contains the following topics:

- Roll call or attendance
- Determination of quorum
- Approval of previous minutes
- Additional agenda items, review of actionable items from LST minutes & approval of agenda
- Review of the monthly Accidents and Incidents and first aid reports
- Review workplace safety inspections (including changes to equipment, machinery or work processes that may affect the health or safety of workers)
- Review education and training
- Ongoing business
- Correspondence: JOHSC formal Recommendation Letters
- New and other business (including review of WorkSafeBC and any other health and safety regulatory agency inspection reports)
- Next meeting

Meeting minutes will be recorded by a designated JOHSC administrator. The draft minutes should be sent out within a week of the meeting for comments and corrections. The minutes must be approved by the JOHSC at the next meeting. Approved minutes will be electronically distributed to:

- Responsible VP,
- Director of Campus Operations and Risk Management,



- All JOHSC members,
- Health, Safety and Environment committee resource, and
- Posted on any Safety Bulletin Boards (if applicable).

All minutes will be electronically posted on a central JOHSC web site (<https://hse.ok.ubc.ca/committee/>) and physically posted in areas where electronic access to workers is limited.

#### H) Duties of Committee Members

- Identify a designated alternate who will attend meetings in their absence.
- Attend all monthly Committee meetings. When unable to attend, inform the JOHSC administrator and designated alternate. Attendance shall be reviewed by the appointing entities at the request of the co-chairs.
- Participate in all activities of the Committee, and chair Sub-Committees when requested.
- Review inspections and investigations reported to the Committee, by HSE and/or the LSTs.
- Participate in inspections and investigations as requested or required.
- Recommend and participate in the development of policies and procedures for improvement of health and safety.
- Attend safety courses or seminars, which are made available to Committee members. Each Committee member is entitled to a total of 8 hours of additional training each year.
- Promote the University Safety Policy, and safety procedures of the University, in carrying out their work.
- Be familiar with WorkSafeBC Occupational Health and Safety Regulations, the University Safety Policy, and the Committee's Terms of Reference.

#### I) Duties of Co-chairs

- Identify a designated alternate from committee membership (corresponding to their worker/management representation) who will take on the role of the co-chair in their absence.
- Review previous minutes and materials prior to each meeting, and prepare an agenda.
- One co-chair will chair a meeting; take a leadership role in guiding Committee discussions towards definite recommendations. Co-chairs should alternate.
- Report to the Committee on the status of suggestions and recommendations from previous meetings.
- Appoint sub-committee members, and encourage active participation from members if applicable.
- Ensure that a regular time and place for a meeting has been arranged by the JOHSC administrator.
- Ensure that the minutes are recorded at each meeting and distributed accordingly.
- Ensure that the previous minutes and proposed agenda, and pertinent information are distributed prior to the meeting.
- Write formal recommendation letters, reports and correspondence.
- Ensure that each member has access to relevant resource information, including the WorkSafeBC Occupational Health and Safety Regulation, and the Committee's Terms of Reference.
- When directed by the Committee, the co-chairs will send written recommendations to the Unit Safety Management Team with a request for response as per WorkSafeBC legislation (a written response, by the employer, is required within 21 days of receiving the recommendation request).



## J) Duties and Functions of the Committee

The JOHSC has the following duties and functions:

- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- Consider and expeditiously deal with complaints relating to the occupational health and safety of workers. This will be done after the worker has brought the complaint to their supervisor.
- Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness.
- Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness.
- Advise the employer on programs and policies required under the Regulation for the workplace and monitor their effectiveness.
- Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- Participate in and review inspections, investigations and inquiries.
- Carry out any other duties and functions prescribed by the Regulation.

## K) Performing the Duties and Functions

### Decisions of the Committee

- The JOHSC should attempt to reach consensus on each decision it makes. If the Committee cannot reach consensus, a vote may be taken and the Committee will go with the majority vote.

### Assistance in resolving disagreements within the Committee

- If the JOHSC is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a co-chair of the Committee may report this to the Administrative Head or HSE, who may investigate and attempt to resolve the matter. Unresolved issues should be referred to the appropriate Vice President, HSE and then WorkSafeBC if not resolved.

### Informal Recommendations

- Informal recommendations are those that can be actioned by the Committee during a meeting.
- All recommendations agreed to and put forward will be noted in the meeting minutes.
- All such recommendations will be forwarded to the applicable party or workgroup for review and consideration, with the status (decisions and anticipated timelines) provided to the committee.

### Formal recommendations requiring a response from the employer



- The JOHSC must make all recommendations to the employer (Provost & VP Research) in writing via email (refer to template) with a written request for a response from the employer within 21 calendar days. All recommendations must be made separate from the minutes of the meeting.
- Recommendations to the employer must be directly related to health and safety and reasonably capable of being done.
- The employer is required, under the Occupational Health and Safety Regulation, to respond to the Committee recommendations within 21 calendar days of receiving the written request. The employer must respond in writing by:
  - Indicating acceptance of the recommendation, or
  - Giving the employer's reasons for not accepting the recommendation.
- If the employer does not provide a response before the end of the 21-day period, the employer shall provide - within that time - a written explanation for the delay, together with an indication of when the formal response will be provided.
- If the JOHSC is not satisfied that the explanation provided for the delay is reasonable (in the circumstances), a co-chair may report this to Health, Safety and Environment who will engage the employer towards expediting a response from the employer.
- If the committee does not agree on the outcome provided by the employer, the Committee may decide report it to WorkSafeBC, who may investigate the matter and may, by order, establish a deadline by which the employer must respond.

#### **L) Time from Work for Meetings and Other Committee Functions**

Members of the Committee are entitled to time off from work for the:

- Time required to attend meetings of the Committee;
- Time required to participate in JOHSC training;
- Time that is reasonably necessary to prepare for meetings of the Committee; and
- Time that is reasonably necessary to fulfill the other duties and functions of the Committee.

Time off for JOHSC members to perform these duties and functions will be deemed to be time worked for the employer.

#### **M) Posting Committee Information**

The employer must promptly post and keep posted at the workplace, in a place readily accessible to employees, the following:

- The names and work locations of the Committee members,
- The reports of the 3 most recent Committee meetings, and
- Copies of any applicable orders, associated with *WC Act* Part 3 Division 4 - Joint Committees and Worker Representatives, for the preceding 12 months.

HSE will post committee information on the Safety Committees webpage (<https://hse.ok.ubc.ca/committee/>).

#### **N) Relationship between HSE and the Committee**



HSE will support the Committee by attending each meeting and reporting on accident/incident statistics, education/training, WorkSafe BC Inspection Reports, recommendations, LST activities and other information that is pertinent to the work of the Committee. HSE will take an active role in educating the Committee on OHS programs and priorities and will initiate an annual review. HSE will monitor term dates (membership and Co-Chair terms) and will support the committee to adhere to these Terms of Reference.

#### **O) Records**

- The Committee must keep accurate records of all matters that come before it. The Committee will maintain copies of its minutes for a period of at least 2 years from the date of the JOHSC meeting to which they relate.
- The employer will retain all records of safety training, incident investigations, etc. and will provide access to the JOHSC at the request of the Committee.

#### **P) Training & Educational Leave Entitlement**

- The Occupational Health and Safety Regulation 3.27(2) and (4) establishes mandatory minimum training and education requirements for new Committee members.
- New JOHSC members are required to be provided 8 hours of training as soon as practicable but no more than 6 months after being selected in accordance with the mandatory list of topics provided in OH&S Regulation 3.27(2) and (4) – HSE will facilitate the training.
- Additionally, all JOHSC members are entitled to 8 hours of annual educational leave (Section 135, WCA) or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses.
- A member of the JOHSC may designate another member as being entitled to take all or part of the member's educational leave.
- Training is subject to approval by the JOHSC as well as employer approval for workplace relevance, training dates and associated cost.
- The employer must provide the educational leave without loss of pay or other benefits. All reasonable costs associated with the training course will be paid for or reimbursed to the worker by the employer.

#### **P) Annual Review: Committee Evaluation, Terms of Reference**

Each year HSE will initiate Annual Reviews:

- Committee evaluations will be reviewed with the Committee Co-Chairs for input and feedback. The final evaluation will be reviewed by the Committee during the next meeting and documented in the meeting minutes.
- Terms of Reference (ToR) will be reviewed, updated and approved by the Committee.

#### **Q) Amendments**

These terms of reference may be amended by a majority vote of the committee members. Amendments must be noted in the meeting minutes and full amendments attached to the corresponding minutes.

Approved through vote at the JOHSC meeting and recorded in minutes.

*Note: approval of JOHSC Terms of Reference includes all appendices.*



## Appendix A – Department Representation

JOHSC Finance and Operations (Approx. 240 employees)	JOHSC Provost & VP Academic (Approx. 1,875 employees)	JOHSC Students (Approx. 290 employees)
Bookstore	Animal Care	Alumni Relations
Business Operations	Creative Studies	Athletics & Recreation
Campus Mail	English & Cultural Studies	AVP Students Office
Ceremonies & Events	Enrolment Services	Development
Facilities Management	Equity & Inclusion	Go Global
Finance	Filter Lab	Student Experience Office
Food Services	Institute for Community Engagement	Aboriginal Programs & Services
Health, Safety & Environment	Institute for Socioeconomic Development	Academic Advising
Housing & Conferences	Language & World Literature	Career & COOP
Human Resources	Library	Disability Resource Centre
IT Services	Nursing	Health & Wellness
Parking	Planning & Institutional Research	International Student Advocacy
Project Services	School of Health & Exercise Science	Sexual Violence Prevention & Response
Security	School of Education	Student Development & Advising
Space Planning	Social Work	Student Recruitment & Advising
Sustainability	Southern Medical Program	
University Relations	Survive & Thrive Applied Research	
AVP Finance & Operations	Materials & Manufacturing	
Campus Planning & Development	Barber School (Dean's)	
DVC & Principal	Deputy Registrar	
Campus Operations & Risk Management (Office of)	Education (Dean's)	
Campus Planning & Development (Office of)	Faculty of Management (Dean's)	
	Faculty of Health (Dean's)	
	Faculty of Applied Science	
	Graduate Studies (Dean's)	
	Healthy Living & Chronic Disease Prevention	
	IKBSAS – Biology	
	IKBSAS – Chemistry	



	IKBSAS – Science/Math/Physics	
	IKBSAS – Comm, Cultural & Global Studies	
	IKBSAS – Earth, Environment & Geo Science	
	IKBSAS – Econo, Phil & PoliSci	
	IKBSAS – History & Sociology	
	IKBSAS – Psychology	
	Learning Centre	
	Provost & Vice Principal Academic	
	Research Services (Office of)	
	University Industry Liason Office	
	Vice Principal Research (Office of)	



## Appendix B – Committee Membership

Name	Worker / Employer Rep	Union Membership	Department	Term
Shannon Hohl	Worker	BCGEU	Engineering	Jan 2020 – Jan 2022
Debbie Roberts	Worker	FA	Engineering	Jan 2020 – Jan 2022
Vacant	Worker	FA		Jan 2020 – Jan 2022
Kathy Rush	Worker	FA	FHDS	Jan 2020 – Jan 2022
Thomas Heilke	Worker	FA	IKBSAS	Jan 2020 – Jan 2022
Barb Jackson	Employer	M&P	IKBSAS	Jan 2020 – Jan 2022
Kristen Schuppener	Employer	M&P	Education	Jan 2020 – Jan 2022
Deanna Roberts	Employer	M&P	COGS	Jan 2020 – Jan 2022