



## Terms of Reference

### Definitions

For purposes of Terms of Reference, the following definitions shall apply:

- TRU - Thompson Rivers University
- SSHC - Science Safety and Health Committee
- Chair - the Chair of the Science Safety Committee
- Science Building – Ken Lepin Science Building
- Faculty Member - a person employed by TRU as a member of the Thompson Rivers University Faculty Association (TRUFA)
- Staff Member - a person employed by TRU, full time or part time, in the Faculty of Science, as support staff, lab technician, program assistant or similar. Staff members are part of the Canadian Union of Public Employees (CUPE)
- TRU Administrator – a member of TRU Administration serving in the Faculty of Science
- Student Member - an undergraduate or graduate student, chosen to represent the interests of Science Students on the Committee

### Mission statement

The Science Safety and Health Committee (SSHC) has the responsibility to play an important role in creating a safe and healthy working environment for all employees, students and visitors in the Ken Lepin Science Building and associated areas. To achieve this, the SSHC will work collaboratively and cooperatively to ensure all people working in the Science Building are knowledgeable as to the requirements of the Occupational Health and Safety Program. Any problems identified and viewed as outside the scope of the SSHC are referred to the TRU Joint Occupational Health and Safety Committee (JOHSC).

### Membership

- Representative(s) from each discipline in the Faculty of Science. These representatives should include a Faculty Member and a Staff Member (if available)
- One representative from the University Preparation Department
- One representative from the Office of Safety and Emergency Management (OSEM)
- One Staff member as secretarial support
- One TRU Administrator from the Faculty of Science (by request of the SSHC)
- One Student member (by request of the SSHC)
- Committee members shall serve one-year terms (Sept. 1 to Aug. 31)
- The committee shall elect a Chair from the membership for a one-year term at the beginning of the academic year (September 1). The Chair or appointed designate will report to Science Faculty Council or other similar body as required.

- A member from the SSHC will be selected as a representative on the JOHSC. This individual will attend the monthly JOHSC meetings and bring forward issues beyond the scope of the SSHC and report back to the SSHC on the JOHSC activities.

Attendance is taken at all meetings with the list included with all minutes. It is recommended that all committee members should have an alternate so that all areas will be represented at every meeting. A [Proxy](#) should be submitted in a member's absence. If a member misses more than three regular meetings, the Faculty of Science Steering Committee (or similar body) will be notified to seek an alternative member from the respective constituency. A quorum shall consist of one-half (plus one) of the current SSHC membership.

## **Responsibilities**

The responsibilities include, but are not limited to, the following:

- Promoting health and safety within the Science Building (and associated areas) to ensure that all persons are knowledgeable as to the requirements of the TRU Occupational Health and Safety Program.
- Considering suggestions from the people working in the Science Building with respect to health and safety matters and making recommendations to management.
- Promoting compliance with all safety and health regulations, policies, and procedures.
- Participating in the identification of potentially unsafe conditions or other hazards and recommending means of controlling those risks.
- Participating in accident and incident investigations, and reviewing accident or incident investigation reports.
- Reviewing reports of inspections carried out in the workplace
- Forwarding suggestions that may affect the campus community or environs to the TRU JOHSC and/or the TRU Environmental Advisory Committee (EAC).
- Keeping accurate records of all matters that come before the committee, including minutes of meetings, correspondence, etc.
- Reporting to their individual disciplines, encouraging safety discussions within their areas of responsibility, and assisting whenever possible.
- Establishing and reviewing guidelines for field trips, ongoing education, inspection schedules, safe work procedures, safety training of new employees, and disposal of hazardous substances.

## **Further Terms of Reference supporting documents**

- Employer's responsibility to SSHC: Refer to the Workers Compensation Act Part 3 Division 3 – [General Duties of Employers, Workers, and Others](#). See sections 133, 135 and 136