



July 26, 2015

University Health & Safety Committee Orientation Fact Sheet

What does it mean to be a member of the University Health and Safety Committee?

The *Workers Compensation Act* requires employers to establish a Joint Health and Safety committee in any workplace that regularly employs 20 or more workers (full and part time).

UBC has Policy #7 – University Safety – outlined in the UHSC Terms of Reference along with the role of the committee.

The Committee's role in the workplace includes:

- to promote safe work practices
- to assist in creating a safe and healthy workplace
- to recommend actions which will improve the effectiveness of the occupational health and safety program
- to promote compliance with WBC Regulation.

Duties & functions of a UHSC:

- * consult with workers and the employer on OH&S issues
- * make recommendations to improve health and safety
- * make recommendations on OH&S educational programs and their effectiveness
- * ensure accident investigations and inspections are performed as required.
- * participate in inspections, investigations and inquiries.
- * advise the employer on changes in the workplace that may affect health and safety.

Committee members are entitled to 8 hours annual education leave to attend WorkSafeBC approved courses.

The Meeting:

Purpose of the meeting is to provide positive participation and cooperation by employer and worker representatives. Committee members work together to promote health and safety in the workplace.

Participation and discussion:

- * encourage members to come on time
- * keep to agenda
- * come prepared – review Terms of Reference, minutes, etc.
- * speakers' list if necessary – keep conversation relevant and on agenda item

Agenda:

- * agenda items to be sent to Recorder reviewed & approved by Co-chairs
- * note to members – some agenda items can be referred to a subcommittee for further study.

Guests:

- * guest roster developed by recorder for Co-chair approval

Processes:

- * **Refusal of Unsafe Work** and the role of UHSC – internal procedure [document found here](#).
- * **Building/Safety Inspection** – purpose and objectives HSE's website [found here](#) (template).
- * **Accident/Incident reporting** - information on HSE's website [found here](#) .