

St Francis Xavier University
Facilities Management Joint Occupational Health and Safety Committee
Terms of Reference

Purpose of the Committee

The Facilities Management Joint Occupational Health and Safety Committee (FMJOHSC) is an advisory group consisting of Facilities Management (FM) worker and management representatives working together to improve occupational health and safety in their workplace. The FMJOHSC has a mandate to advise, assist and make recommendations on policy and procedures, which will improve health, safety and personal security of all workers.

1.0 Membership

- a) The committee shall consist of four (4) management representatives and six (6) union worker representatives.
- b) The Worker/Union representatives (and Alternates) shall be appointed or elected by their respective groups for a three (3) year term.
- c) The Employer's representatives and Alternates shall be appointed by the Director of Facilities Management for a three (3) year term. There will be two supervisors and two managers who will act as members.
- d) Alternates shall also be appointed or elected in the same manner, and they will attend FMJOHSC meetings for which the general member cannot attend.
- e) A Worker 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 Worker's functions as a member of the committee, and such time off is deemed to be work time for which the Worker shall be paid by the employer at the applicable rate.

2.0 Rotation of Members

- a) Any FMJOHSC member (and Alternate) shall be eligible for re-appointment for a three (3) year term.
- b) Alternate members may replace outgoing members and new alternate members will be chosen.
- c) 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

- a) The FMJOHSC shall have two Co-Chairs elected at the first meeting in January or as agreed to by the committee.
- b) The Co-Chair position will alternate monthly between Employer and Worker groups or as agreed to by the committee.
- c) The terms of office for the Co-Chairs shall be one (1) year.
- d) An incumbent Co-Chair shall be eligible for re-election up to three one-year terms.
- e) If a vacancy occurs in the position of Chair, the position shall be filled by election at the first subsequent meeting of the Committee.

4.0 Duties of FM Joint Occupational Health and Safety Committee Members:

4.1 The Co-Chair will:

- a) Preside over the meeting of the FMJOHSC and ensure it is conducted in a democratic and orderly manner.
- b) Encourage all members of the FMJOHSC to attend meetings on a regular basis, and ensure they are meeting the requirements of the position to which they were appointed.
- c) Inform the FMJOHSC of any incident reports or concerns/complaints that have been directed to the FMJOHSC for consideration.
- d) Require the review and analysis of reported incidents, investigations, inspections and recommendations from the FMJOHSC.
- e) Ensure written recommendations by the FMJOHSC are sent to the VP, Finance and Administration or designate for a response. The committee will be advised of the written response to the recommendations within 21 days.
- f) Ensure information concerning the activities of the Facilities Management Occupational Health and Safety Program are communicated throughout the department.
- g) Perform any other tasks assigned by the FMJOHSC or required by legislation.

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

- a) Attend committee meetings.
- b) Receive and bring forward health and safety issues from areas of representation.
- c) Set examples to fellow workers by observing healthy and safe work practices and procedures.
- d) Promote and support health and safety activities throughout area of representation.

- e) Contribute ideas and make suggestions to improve health and safety in the workplace.
- f) Participate in FMJOHSC inspections and investigations as required and directed by the FMJOHSC.
- g) Participate in committee and subcommittee activities, as required.
- h) Acquire a level of knowledge and education with regard to health and safety issues in the workplace.
- i) Maintain an acceptable level of confidentiality regarding committee proceedings and documents.
- j) If a member of the FMJOHSC is unable to attend a meeting, that member is responsible for notifying the alternate of the meeting time and place and verify that the alternate is to attend.
- k) Any other duties as directed by the FMJOHSC or required by legislation.

4.1 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 OH&S Office for posting on website.

4.2 The OHS Office will:

- I. Attend all meetings as an ex-officio member and OH&S 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 will also attend meetings as an ex-officio member.

5.0 FMJOHSC Meeting Procedures

- I. The UJOHSC will meet at least monthly, on a consistent day and time as scheduled FM Administration.
- II. The committee should reach agreement on all general matters through consensus. The chairperson will ask if they 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. FM Administration will arrange for a suitable meeting place and notify Committee members of the location.

5.1 FMJOHSC Agenda

- a) The agenda shall be developed in consultation with or by the Chair and distributed two (2) working days to the meeting to all FMJOHSC members.
- b) Any members who have an issue for discussion at the meeting must notify the FMJOHSC Chair prior to the date for finalizing the agenda.
- c) The FMJOHSC can amend the agenda at the meeting, if necessary, to address last minute issues.

5.2 Agenda Outline

- a. Roll Call
- b. Approval of Agenda
- c. Approval of Minutes of Last Meeting
- d. Outstanding Items from Previous Meeting
- e. Health and Safety Concerns
- f. Review of Incidents
- g. Review of Monthly Inspections (OCA Log)
- h. Update on Health and Safety Training
- i. New Business
- j. Date and Time of Next Meeting
- k. Adjournment

5.3 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 FMJOHSC will 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 FMJOHSC by Manager of OHS who will attend meetings as a non-voting ex-officio to the committee.

- a. Meeting Minutes
- b. Written concerns/complaints reports
- c. Incident/accident reports

- d. Record of incident investigation reports
- e. Records of workplace inspections
- f. Correspondence
- g. Department of Labour written orders/warnings
- h. Work refusal reports
- i. Written recommendations
- j. University's response to recommendations
- k. Any other relevant information

7.0 Emergency Meetings

- a) An emergency meeting of the Committee may be called by a Co-Chair without minimum notice.
- b) 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 FMJOHSC agree to the meeting. At least two (2) members must be representatives of the Employer.

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 Worker 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 Worker 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

- a) It is the responsibility of the Co-Chairs to encourage all members of the FMJOHSC to attend meetings on a regular basis. Regular attendance at meetings is a must and should be encouraged and facilitated.

If a committee member misses three (3) meetings without a valid reason, the FMJOHSC shall determine whether or not the member will be removed from the committee and a new member appointed.

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.