Organizational Safety and Health Advisory (OSHA) Committee
UMB #1
University of Manitoba

Terms of Reference

1. Constituency: Scope of Representation

1.1 The OSHA committee is established to provide a forum where all bargaining units (including non-unionized employment groups) and management representatives can engage in an open, informed, and consultative discussion forum. The subject focus includes trends and influences of campus health and safety that affect the organization as a whole, affect multiple workplaces, faculties or departments, and/or which may not be dealt with through the LASH committee process and have been directed to the OSHA committee.

2. Duties and Functions

2.1 The purpose for the OSHA forum is to raise observations affecting health and safety issues among the constituents of the University of Manitoba community to the Chief Risk Officer. The capacities that may be filled include:

I. Collect and disseminate information to LASH committees as appropriate;
II. Prepare written advice or recommendations to the Chief Risk Officer of Risk Management and Security in response to concerns brought to the committee;
III. Assisting the employer with development of policies, plans and programs;
IV. Assisting to develop strategic safety and health plans.

3. OSHA Compliance Role Compared to LASH Committees

3.1 The University meets its employer obligations as defined under the act through the LASH committees. While not mandated, OSHA is an additional layer seen as beneficial for program cohesion by providing a single forum where all employee and student groups are represented.
3.2 Items stemming from LASH committees or other safety forums may be referred to OSHA committee by a co-chair of a LASH committee, Environmental Health & Safety (EH&S), or any other responsible agency on campus when the issue:

I. is seen as potentially having a broader influence on campus health and safety; or
II. affects multiple workplaces, faculties, or departments; or
III. has not successfully been resolved through the LASH committee process.

4. Composition

4.1 The OSHA Committee will mirror the Act's guidelines for Health and Safety Committees in its composition. As such, the OSHA Committee will be composed of:

I. one representative appointed by each bargaining unit at the University (UMFA, CUPE 3909, AESES, CUPE 1482, UNIFOR);
II. one representative for workers who are not represented by a Union;
III. one representative of the University of Manitoba Students Union (UMSU),
IV. one representative of the Graduate Students Association (GSA),
V. Employer representation so as not to exceed half of the total committee membership (up to six). Representation from Security, Human Resources, and Physical Plant, if not established through formal membership, may be provided through ex-officio membership or by invitation to a meeting to inform or discuss on specific issues as they arise.

4.2 Worker members of the committee must be appointed in accordance with the constitution or collective agreement of the respective Unions. Worker members who are not unionized must be elected by the members they represent.

4.3 Terms of office will typically be for two years or as determined by their Union's constitution or collective agreement. Members may continue to hold office until reappointed or re-elected, or until a replacement is appointed or elected.

5. Voting

5.1 Each appointed member represents a single vote should a vote be required on a particular issue. Co-chairs have a vote.

6. Co-chairs

6.1 The OSHA committee will have two Co-chairs, one chosen by the worker representatives of the committee and one chosen by the employer representatives of the committee. Co-chairs may participate in meetings. The term of office is for one year but may be extended to two. Co-chairs
alternate chairing of meetings. Co-chairs are responsible for setting the agenda, chairing meetings and reviewing minutes to ensure actions have been taken.

7. Additional Committee Procedures

7.1 The OSHA Committee will mirror the Act’s guidelines for Safety and Health Committees for matters such as the term of office, meetings, quorum, minutes and distribution of information to OSHA committee members. Committee members are to be provided meeting documents at least 3 days in advance of that meeting.

7.2 The OSHA Committee will establish dates at the first meeting of the academic year and send that schedule to LASH committees for their information. The OSHA Committee will meet once every three (3) months. OSHA Committee members typically will be given one week’s notice of a rescheduled meeting.

7.3 Co-chairs or worker representatives may call special meetings to deal with urgent matters. At least half of the worker members and half of the employer members must be present to reach quorum. Members not able to attend the meeting may have an alternate attend and vote in their place.

7.4 The OSHA Committee may invite guests to speak to a specific agenda item and stay only for that portion of the meeting.

8. Attendance at Meetings

8.1 A member of the OSHA committee who is scheduled to work at the time of the meeting shall request from their Supervisor time to attend committee meetings or to carry out duties of the committee members if/when required. A member of the OSHA committee is entitled to take time off from their regular work duties in order to carry out their duties as a committee member, without the loss of pay or benefits. Committee members who are not scheduled to work at the time of the meeting or other associated duties or training must be paid their regular or premium pay, as applicable or as set out by their respective constitution or collective agreement.

9. EH&S Role

9.1 An EH&S representative(s) will attend OSHA committee meetings as an ex-officio member to provide technical support to the OSHA committee. The EH&S will provide administrative support in scheduling meetings, distributing documents, maintaining and posting minutes and providing information as requested by the OSHA committee. The minutes will be posted on the EH&S website and the EH&S office will send out a memo to Deans, Directors and Department Heads as well as LASH Co-chairs to advise that minutes have been posted.
10. Observations and Outcomes

10.1 The observations and outcomes of the OSHA committee will be submitted to the Chief Risk Officer (CRO). Responses would typically be available for discussion at the next OSHA meeting or distributed prior to as decisions are made. Issues and recommendations will remain on the OSHAC agenda until there is a satisfactory resolve. The Co-Chairs should have open access to the CRO to review or discuss matters in scope of the committee including the TOR.

11. Recommendations guidelines

11.1 Recommendations to the CRO will include the following information:

I. meeting date
II. chairpersons
III. recommendation number
IV. date submitted
V. description of item/concern
VI. recommended action(s)
VII. reasons for recommendation (short and long term)
VIII. recommended date of response
IX. signatures of Co-Chairs

Ana Vialard-Hart  
Co-Chair UMB #1

Rod Berscheid  
Co-Chair UMB #1