



WHSC Terms of Reference 2015

Title

Agri-Food Discovery Place (AFDP) Worksite Health and Safety Committee (WHSC)

Purpose

This committee is comprised of management and employee representatives from Agri-Food Discovery Place, Alberta Agriculture & Forestry and other Client representatives. Committee members work together to identify and review health and safety issues, consider their impact on the worksite, research solutions and formulate recommendations to the Workplace Management.

Committee Responsibilities

Committee responsibilities as identified in the "Government of Alberta Occupational Health and Safety Program" are:

- Monitor the implementation of AFDP's Occupational Health and Safety Program through analysis by trained auditors.
- Receive concerns, identify hazards and unsafe practices and make recommendations to the workplace manager to safely manage the concerns or issues identified.
- Carry out formal inspections of the worksite. Formal inspections will be scheduled and carried out by committee members, Wing Leads, Academic staff or management.
- Review all accidents and incident reports that occurred within the month at the worksite and make recommendations as required.
- Supervisors and Wing Leads investigate accidents as they occur or at the request of the Workplace Manager.
- Review all Inspection reports and make recommendations as required.
- Select Hazard Assessment representatives from each Client group
- Facilitate a coordinated approach to meet the health and safety training needs of staff at AFDP. Investigate and recommend suitable educational and training programs for the worksite.
- Communicate health and safety related information through the manager to worksite Supervisors and Wing Leads who will disseminate the information to all employees.
- Accept employee concerns and follow the Issue Resolution - Standard Process to address pertinent Safety issues that remained unresolved.



Committee Structure:

Personnel in the following positions are mandatory and permanent members: AFDP Executive Director, one of two Wing Leads, Head of the Bio-Industrial Opportunity Branch (BIOB), a safety representative from the department of University of Alberta Environmental Health and Safety (EHS), and a safety consultant from the Government of Alberta Agriculture and Forestry OH&S. The UofA Administrative Support person will act as Committee Secretary. Other members consist of representatives from AFDP, A&F and other clients. Each of the employee representatives will designate an alternate who can represent them at a committee meeting should they not be available to attend. Guests with special skill sets may be brought in from time to time.

Terms of Office

Committee membership other than the permanent members is regularly rotated. Members normally serve on the committee for a term of **two years**. No more than half the employee membership may be replaced every year.

Member Training

New members of the committee will attend the following courses within 12 months of their appointment

- Fundamentals in OHS
- Workplace Health and Safety Committees/Inspections

It is also recommended that committee members attend the following training:

- Hazard Management
- Incident Investigation
- First Aid

Meetings

Scheduled meetings will be held bi-monthly on the third Wednesday of each month at 1:30 pm. Agenda items will be called for two weeks prior to the meeting and the complete agenda will be distributed by email a few days prior to the meeting.

The quorum for the meeting is at minimum one manager representative and three employee representatives. The Recording Secretary for the committee will ensure that attendance is taken, the meeting is recorded and meeting minutes

are approved by the co-chair and chair and are circulated to all members within 14 days of the meeting. A copy of the minutes is posted on the Health and Safety Board and will also be posted on the AFDP shared drive.

Guests may be invited to attend meetings with the chair's approval.

Information Flow

Since the committee is made up of a cross section of AFDP, Clients and representatives from UA EH&S and the GoA OH&S, Wing Leads and Supervisors are required to update all employees on the worksite. The Recording Secretary will post relevant information on the bulletin boards.

Incident Reporting

The Committee is not responsible for official reporting of incidents. AFDP staff, students and other AFDP clients (i.e. workers) must report all health and safety incidents to their direct supervisor or Wing Leads with the Supervisor/Wing Leads taking appropriate reporting action as per the Alberta Occupational Health and Safety Act.

A copy of every Incident and Inspection report will be provided to the chair or co-chair prior to each meeting. All reports will be reviewed during the meeting, with all personal information removed from the report.

Issues and Concerns

Committee members will respond to any health and safety concern raised by a worker (i.e. staff, students, and other AFDP clients) in the course of their daily work for assistance with resolution. Staff, students and other industry clients (i.e. workers) are also required to bring these concerns forward to their direct Supervisor/Wing Lead.

The Committee will treat all employees' or committee member's issues/ concerns as legitimate. They will be addressed at the meeting and responded to by the committee. A response will be written and recorded in the meeting minutes. Discussions may take place between the employee's representative on the committee and the employee that initiated the issue/concern to explain the action taken or resolution of the complaint by the committee. Members may invite employees to present concerns/issues at the committee meetings. The committee will maintain confidentiality of the employee initiating the issue/complaint if desired by the employee.

Issues will be resolved by consensus. If consensus cannot be reached, the chair/co-chair will follow the Issue Resolution - Standard Process. The issue will be presented, as well as any alternative or discussions that the committee had that are relevant to the issue at hand.

Inspections

Formalized inspections are performed on a monthly frequency as specified by the Government of Alberta Occupational Health and Safety Program or as called for by the Chair(s). Not all concerns discovered during the inspection will necessarily be brought up at the meeting. Some issues are handled directly by the Supervisors, Wing Leads or Maintenance personnel with only the major items being added to the meeting agenda.

Confidentiality

From time to time there may be confidential details in specific processes, and the committee members are bound to maintain confidentiality while performing the duties of the WHSC.

Policies

AFDP policies and procedures will be followed by all personnel, including Standard Operating (SOP) and Standard Cleaning Procedures (SCP) in the Administration Area and the Laboratory Wings.

Budget

The committee does not have a budget at this time.

Terms of Reference Review

The Committee Terms of Reference is reviewed annually to ensure committee work is appropriately reflected.



Current Committee Membership:

Ross Lowe	Co-Chair - AFDP
Gabe Chemello	Co-Chair – Agriculture & Forestry
Laurie Heidebrecht	Recorder - AFDP
Zhixiong Zhang	Member, Agriculture & Forestry
Jenny Boutros	TerraVerdae Client Rep.
Hui Li	Graduate Student Rep.
Alex Evans	BioLargo Water, Client Rep.
Hong Qi	Director, Agriculture & Forestry
Bob Rimes	Executive Director, AFDP
Karen Sochatsky	Health & Safety Consultant U of A
Katey Zhu	Health & Safety Consultant GoA

