

# Columbia College Occupational Health and Safety Committee Terms Of Reference

<b>NOTE:</b> <i>Must; Shall; Will:</i> <i>Should:</i> <i>May or Could; Can:</i>	<b>Clarification of Terms</b> These words or phrases indicate actions or activities that are <i>essential or mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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**Name of Committee:** Occupational Health and Safety Committee

**Standing or Special:** Standing

**Sponsoring Body:** President

**Reporting to:** President or his designate

**Level of Authority:** This is an advisory body; however, it may be authorized from time to time to make final decisions on selected matters.

### Membership:

- Chaired by the Chair of Medical Health programs.
- Interested staff members
- This Committee may from time to time, choose to invite other parties to attend select meetings.

### Purpose of Committee:

- To gather information, investigate, review, analyze, discuss and make recommendations on matters of concern regarding Occupational Health and Safety of college employees.
- Individuals may raise matters about which they seek advice or suggestions.

### Specific Purpose of Committee

- Provide a forum for personnel to voice their concerns.
- Continuous assessment of OHS requirements and meeting these requirements.
- Review, discuss and provide the President with input and feedback on the status of Occupational Health and Safety issues.

### Chairperson and Recorder:

- As decided by the committee.

### Duties of Members:

- To maintain a level of safety that is in compliance with the Occupational Health and Safety Act.

### Format:

- The group will determine its method of conducting meetings, problem solving and decision making.
- All decisions made by this group must be formally recognized as recommendations to the sponsoring body unless the sponsoring body has chosen to pass authority to this committee as it relates to an issue or matter being considered.

### Records:

- Records of meetings should be prepared and distributed to all members of the committee as well as to the president or his designate within two days of each meeting.
- The chairperson should maintain the records of all meetings held over the past 12 months.