



School of Biomedical Engineering Local Safety Team Terms of Reference

A) Name of Local Safety Team

The Team shall be known as the School of Biomedical (SBME) Local Safety Team (LST).

B) Reporting Structure

This Team provides assistance to the Faculty of Applied Science and Faculty of Medicine JOHSCs on local safety issues.

C) Background

The Workers Compensation Act (WC Act) requires that most Employers in the Province have a Joint Occupational Health and Safety Committee (JOHSC). Due to the number of staff and workers at the University of British Columbia and the diversity of occupations and relative hazards, the University (Employer) has chosen to implement several JOHSCs in order to meet the requirements of the WC Act and the safety needs on and off Campus. The JOHSCs will be implemented within all areas of the University. This JOHSC will be structured in accordance with the WC Act and will have Management and Worker representatives. Each Department has a variety of work groups and workplaces within its portfolio which have a diverse set of functions and related hazard potential. It is felt that one JOHSC within the Department would be overwhelmed in this diverse workplace, so the decision has been taken to organize and implement LSTs to provide site specific safety information to JOHSCs. The LSTs are not required nor governed under the WC Act, but are necessary to provide assistance on safety matters within their mandate and provide information, recommendations and support to the JOHSC. Each LST will meet regularly and follow rules of procedure as outlined in this document. It must be noted that the development of the LST does not absolve or transfer the responsibilities of supervisory or managerial personnel within their area.

D) Introduction

UBC Policy #SC1 (formally #7), University Safety, provides the following general statement of objectives:

“UBC aims to ensure that all preventative measures are taken to eliminate unnecessary risks, injuries, and occupational diseases, arising out of UBC's working and/or teaching and research environments”.

Safety committees and safety teams provide a clear communication line from worker to employer to ensure the contents of the policy are able to be met.

E) Purpose of the Team

The SBME LST is a dedicated advisory group working on behalf of the two parent Faculty JOHSCs to improve occupational health and safety in workplaces within its ecosystem. The SBME LST has a mandate to advise, assist and make recommendations on local procedures, which will improve health, safety and personal security of all workers (faculty, students, staff and visitors). The SBME LST will provide support in the identification of hazards in the workplace (ex: research laboratories, teaching laboratories, offices, etc.) by primarily focusing on inspections, incident/accident investigations and the development of safety initiatives in their area of responsibility.



F) Team Membership

The SBME LST shall be comprised of representation that are familiar with local practises within their area of responsibility, with a combination of management/supervisors and workers. The team will compose of faculty, student representatives and staff trained to discuss, review and where practicable participate in inspections and accident investigations. A list of LST members will be listed on the LST section of both parent Faculty JOHSC Sharepoint websites. The Team will have 1 chair and 1 alternate chair selected by the Team members. This will be noted on the Sharepoint website. The chair of the SBME LST will inform the JOHSCs when there is a lack of representation on the Team.

The Team will have at least two representatives of the following communities in the School:

- (a) Faculty
- (b) Staff
- (c) Undergraduate students
- (d) Graduate students
- (e) postdoctoral scholars, research associates, research technicians

Terms of Appointment

- (a) The SBME LST members will sit on this Team for 2 years.

G) Team Meetings

- The SBME LST will meet regularly virtually or in person determined prior to each meeting date.
- Special meetings, if required, will be held at the call of the chair.
- There are no quorum requirements

**Occasionally, the Team may invite guests or subject matter experts to provide local operational expertise & health and safety information to the Team.*

The meetings will follow an agenda, which contains the following topics:

- Roll Call
- Review of the monthly Accidents and Incidents and first aid reports
- Review of workplace safety inspections (including changes to equipment, machinery or work processes that may affect the health or safety of workers)
- Review education and training
- Ongoing business
- New and other business
- Next meeting

Meeting Minutes will be recorded by a member of the Team. Minutes of the meeting will be prepared as soon as possible after the meeting. Minutes will be electronically distributed to the:

- Faculty of Applied Science and Faculty of Medicine JOHSCs
- Uploaded onto the digital records management system

H) Duties of Team Members

The members of the SBME LST will be expected to contribute to the following:

- Attend Team meetings
- Participate in inspections and investigations



- Recommend and participate in the development of policies and procedures for improvement of health and safety
- Promote the University Safety Policy and safety procedures of the University, and assist in carrying out their work
- Be familiar with the Workers Compensations Act, Occupational Health and Safety Regulation, University Safety Policy and the Team's Terms of Reference

I) Chair Duties

The Team will have co-chairs selected by the Team members at the inception of the LST and then updated as terms end and new members join. The co-chairs are expected to do the following:

- 1) Facilitate the monthly meetings;
- 2) Review previous meeting minutes and material prior to the meetings (after approval minutes will be shared with appropriate stakeholders);
- 3) Ensure that a meeting place is arranged;
- 4) Ensure members are notified of meeting dates, times and locations;
- 5) Ensure meeting agenda is prepared and distributed;
- 6) Ensure that minutes are recorded at each meeting and distributed accordingly;
- 7) Prepare all correspondence on behalf of the LST.

J) Duties and Functions of the SBME Local Safety Team

The duties and functions of the Team will include:

- 1) Participate in, discuss, and review investigations within their work area.
- 2) Conduct, discuss and review workplace inspections.
- 3) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to these situations.
- 4) Consult with workers and managerial staff on issues related to occupational health and safety.
- 5) Make recommendations to supervisory staff around health and safety improvements and local educational programs, and monitor the effectiveness of those programs.
- 6) Provide recommendations on health and safety related issues beyond the scope of the LST to the Faculty of Applied Science and Faculty of Medicine JOHSCs.
- 7) Provide local guidance to workers and supervisory staff on WorkSafeBC regulations, all applicable Provincial and Federal Safety Legislation, as well as UBC's own safety policies and procedures.
- 8) Advise the JOHSC on any proposed changes to the workplace or work processes that may affect the health and safety of workers.
- 9) Review and carry out recommendations provided by the JOHSC.
- 10) Address health and safety complaints from workers only after the worker has discussed these with their Supervisor.

K) Performing the Duties and Functions

Inspections

- The LST will discuss the General Inspection Report and highlight items that need to be reviewed at the next JOHSC Meeting
- The LST will upload all inspection reports onto the digital records management system
- The LST will collaborate with the JOHSC and carry out any actions assigned to them in response to the JOHSC review of highlighted inspection report items

Incident Investigations

- The LST, with the Supervisor, will participate in incident/accident investigations



- The LST will review the investigation reports for completion of required fields and advise supervisor to submit into CAIRS - Centralized Accident / Incident Reporting System (https://www.cairs.ubc.ca/public_page.php)
- The LST will document review findings for each CAIRS report in the meeting minutes
- The LST will collaborate with the JOHSC and carry out any actions assigned to them in response to the JOHSC review of incident investigations

L) Time from Work for Meetings and Other Team Functions

Members of the Team are entitled to time off from work for the:

- Time required to attend meetings of the Team
- Time that is reasonably necessary to prepare for meetings of the Team
- Time that is reasonably necessary to fulfill the other duties and functions of the Team

Time off for the LST members to perform these duties and functions will be deemed to be time worked for the employer.

M) Posting Team Information

A copy of the minutes will be posted within appropriate work areas.

N) Records

The SBME LST will keep accurate records of their meetings, inspection reports, investigations, etc. involving the Team’s business by uploading them into the digital records management system. The SBME LST shall not delete any records within the digital records management system.

O) Training of the Local Safety Team

The SBME LST will receive training on their Roles and Responsibilities as outlined by the Department and the related JOHSC. Safety & Risk Services (formally RMS) provides LST specific training, which can be found at: <http://safetycommittees.ubc.ca/>

P) Amendments

These Terms of Reference may be amended by vote of the LST. Amendments are to be noted in the meeting minutes.

Q) Review Dates

The Terms of Reference must be reviewed annually.

Initial Review Date:	Nov 2020
Review at 1 st LST Meeting	Jan 2021
Next Review Date:	Jan 2022