

## **SAIT HSE COUNCIL TERMS OF REFERENCE**

---

### **1.0 PURPOSE**

The SAIT Health, Safety and Environment Policy states the Senior Executive and Management will be accountable for implementing the HSE policy, HSE management system (HSEMS), and HSE policies and procedures by providing the resources and training necessary to fulfill this responsibility. Both the SAIT Academic Faculty Association (SAFA) and the Alberta Union of Provincial Employees (AUPE) Collective Agreements require that SAIT provide a Joint Health and Safety Committee, and the Alberta OHS Act states that any workplace with more than 20 employees in operation for longer than 90 days requires one. The HSE Council will fulfill these requirements by providing engagement on institution-wide issues and concerns. The HSE Council is designed to complement SAIT's School and Department HSE committees, and will address issues that fall beyond the scope of department/school committees or that fail to reach resolution within a reasonable time limit.

### **2.0 MEMBERSHIP**

The SAIT Health, Safety and Environment (HSE) Council reports to the Executive Management representative responsible for corporate health and safety. The HSE Council membership is prescribed in the SAIT Procedure HS.1.1.4 – Health, Safety and Environment Council and Committees Procedure.

1. The Council will consist of nine members of the SAIT community: three management employees appointed by the President and Chief Executive Officer (CEO) or delegate, three non-management employees appointed by SAFA, one non-management employee appointed by AUPE Local 039, one non-management employee appointed by the Administrative, Professional and Technical (APT) group, and the President or appointed representative of the SAIT Students Association (SAITSA).
2. With the exception of the SAITSA President or appointed representative (who may change as a result of the annual elections), Council members will hold office for a minimum term of two consecutive years. The maximum term may vary because of school, departmental and SAIT HSE Council requirements. Term lengths should be set to ensure adequate cross-over of membership and so that members do not all change at the same time.
3. Names of all Council members, along with how to contact them, will be posted on SAITNOW.
4. The Council will be co-chaired. One co-chair will be selected by Council members from the three management employees (those members appointed by the President and CEO or delegate). The other co-chair will be selected by Council members from the five non-management employees (those appointed by SAFA, AUPE, and APT).
5. Members should be committed and willing to participate in the spirit of cooperation. All decisions will be reached by an open vote or show of hands process. All disputes or stalemates will be resolved by referring the matter to the Senior or Executive Management representative responsible for corporate health and safety.
6. HSE Council may assign a sub-committee to handle any HSE matters as appropriate. To maintain continuity between the two bodies, such a sub-committee must have at least some

## **SAIT HSE COUNCIL TERMS OF REFERENCE**

---

members drawn from the HSE Council members. The Terms of Reference for any sub-committee must also be approved by HSE Council.

7. The Council will have resource personnel present on the Council. The resource personnel will include, but not be limited to, one representative from Health, Safety and Environment Services, one representative from Employee Services and one representative from Facilities Management. The resource personnel are ex officio and will not have voting status. The Council will also have a secretary who may be additional to the Council or an existing member.

### **3.0 MANDATE**

HSE Council is designed to complement and support the SAIT HSEMS and associated programs which are administered by HSE Services and communicated through school and department HSE Committees. HSE Council members are responsible to:

1. Bring forward any employee HSE concerns.
2. Respond to and follow up with employee HSE concerns that cannot or have not been resolved at the local HSE Committee level.
3. Work with management to rectify unresolved HSE concerns.
4. Present recommendations to the employer via the Executive Management representative responsible for corporate health and safety for consideration. When taking forward recommendations, the HSE Council will submit a recommendation in writing that fully explains:
  - a. the issue
  - b. provides options (inclusive of cost and impact on the school/department where possible)
  - c. the HSE Council's recommended solution.

The recommendation will be signed by both co-chairs and submitted in inter campus mail.

5. Increase employee awareness and support for the SAIT HSEMS.
6. Encourage employees to report HSE incidents and concerns.
7. Review HSE incident investigations and corrective actions and make preventative recommendations where applicable if requested by a school or department.
8. Assist with the review of new and existing SAIT HSE policies, procedures, practices, programs, guidelines and rules etc. on a regular basis (e.g., one per HSE Council Meeting) and provide suggestions for improvements of these requirements. Suggestions for improvement on SAIT HSE policies or formal procedures that coincide with a SAIT HSE policy must be made via a recommendation to the employer as there is a formal process for change consideration and implementation.

**SAIT HSE COUNCIL  
TERMS OF REFERENCE**

---

**4.0 DUTIES OF CO-CHAIRS**

The Council co-chairs are responsible to:

1. Schedule meetings and manage the development of the agenda. Members can provide agenda items to the co-chairs before meetings, and co-chairs will approve the agenda a minimum of three (3) business days before scheduled meetings.
2. Employer and worker co-chairs shall alternate chairing meetings.
3. Review minutes for distribution to council members.
4. Maintain a log of all identified ongoing items, including the status of each item.
5. Determine and schedule out of scope meetings if they feel a meeting is required, or if requested by the Executive Management representative responsible for corporate health and safety.
6. Designate an alternate co-chair in the event of absence. Alternate co-chairs must be made available in the event a co-chair cannot attend. The alternate must be from the Council and must attend meetings regularly.
7. Prepare written recommendations from the HSE Council as required.

**5.0 DUTIES OF COUNCIL MEMBERS (INCLUDING CO-CHAIRS)**

The members are responsible to:

1. Add items to the agenda by forwarding them to the co-chairs and Recording Secretary no later than a week prior to the meeting.
2. Agree to keep confidential all privileged information they might receive in their capacity as members of the HSE Council.
3. Attend as many meetings as possible.
4. Review these terms of reference every two years to ensure effectiveness and accuracy.
5. Represent their school or department HSE Committee and provide representation for two other schools or departments. The intention of this representation is to convey issues dealing with incidents, inspections, and employee concerns that cannot be addressed at school or departmental levels and work to see they are followed through and resolved appropriately.
6. In the event of a planned absence, to forward via email any concerns or issues brought forward by the schools or departments they represent to their co-chair and request addition to the agenda.
7. Report back to the HSE committees they represent any action taken by the HSE Council and any other related information.

**SAIT HSE COUNCIL  
TERMS OF REFERENCE**

---

**6.0 DUTIES OF THE COUNCIL RECORDING SECRETARY**

HSE Council requires a Recording Secretary. This person may be a member of the council or may be appointed by the Executive Management representative responsible for corporate health and safety. If the Recording Secretary is seconded from outside of Council, the Secretary will not have voting rights on Council matters. The Recording Secretary is responsible for:

1. Providing a standard agenda for each meeting to Council members together with an unapproved copy of the last meeting's minutes a minimum of three (3) business days prior to the meeting
2. Recording minutes of Council meetings and forwarding as unapproved minutes to Council members and all resource members.
3. Distributing copies of approved minutes to all Council members and all resource members no later than ten (10) business days after the meeting is concluded.
4. Ensuring that all Council members receive Outlook calendar invitations in advance for the year's Council meetings
5. Agreeing to keep confidential all privileged information they might receive in their capacity as Recording Secretary of the HSE Council.
6. Attending as many meetings as possible. When the Recording Secretary is not available, the management co-chair will identify a designate.

**7.0 MEETINGS**

This Council will meet monthly, with the annual schedule determined in advance and published on SAITNOW.

1. The Council meetings are open for any SAIT employee who wishes to address the Council or present an issue. Employees may address the Council by adding an item to the agenda a minimum of 72 hours prior to the meeting by emailing the co-chair representing their area and requesting the item be added to the agenda.
2. Special meetings can be called if co-chairs agree that the issue or topic is warranted or as requested by the Executive Manager responsible for corporate health and safety.
3. Meeting minutes will be published on SAITNOW no later than 7 business days after the meeting's completion and a notification of its posting shall be distributed to HSE council members' areas of responsibility and their HSE committees.

**8.0 QUORUM:**

1. Quorum is ½ of the membership eligible to vote on Council matters, as long as at least 50% of the members present are from the workers.

**SAIT HSE COUNCIL  
TERMS OF REFERENCE**

---

2. In the event quorum is not established a meeting can be held to discuss and record issues but no voting can take place. Meeting minutes should reflect the lack of quorum and record that items are forwarded for ratification at the next meeting.

**9.0 TRAINING:**

1. All HSE Council members are required to take the two-hour CCOHS committee member training provided at <https://www.ccohs.ca/distributors/alberta/>.
2. HSE Council co-chairs are required annually to attend 16 hours (or two regular work days) of health and safety training.
3. Other HSE Council members (who are not co-chairs) can request to take additional training relevant to their duties as committee members, upon approval by management, to the maximum of 16 hours or two regular work days.
4. The training shall consist of materials, and be provided by trainers, approved by Alberta OHS as relevant to joint health and safety committee members.

**10.0 BUDGET**

The HSE Council does not have a set budget.

\_\_\_\_\_  
**HSE Committee Chair (Employer)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**HSE Committee Co-Chair (Workers)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Senior/Executive Management**

\_\_\_\_\_  
**Date**