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Most Recent Approval Date: April 25, 2022

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| **Office of Accountability:** | Office of the Dean, Faculty of Medicine & Dentistry |
| **Office of Administrative Responsibility:** | Office of the Dean, Faculty of Medicine & Dentistry |
| **Approver:** | Dean’s Executive Committee |
| **Scope:** | Terms of Reference |

**1.0 Introduction**

The Faculty of Medicine & Dentistry Health, Safety, and Environment Committee has adopted these terms of reference to guide its operations.

# 2.0 Requirements

Committee members must complete the Health, Safety, and Environment Committee Orientation provided by the Department of Health, Safety and Environment.

# 3.0 Committee Membership

## Member Selection

* There are six standing members of the committee
* There will be up to eight additional members on the committee that represent a cross section of the faculty
* Committee members may volunteer, be appointed, or elected for a 3 year term.
* An individual who volunteers, is appointed, or elected may serve on the committee for up to 6 years

## Ex-officio/non-voting members

Includes a representative from the Department of Health, Safety and Environment to act as an expert resource to the committee.

## Guests

* + Are permitted at the discretion of the chair.
	+ Will not have voting privileges

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|  **POSITION/REPRESENTATIVE** | **TERM** |
|  Deputy Faculty General Manager, Office of the Dean - Chair  | Standing Member |
| Vice-Dean, Research (Basic) | Standing Member |
|  Director, Core Research Facilities | Standing Member |
|  Director, Facility Planning and Projects | Standing Member |
|  Biocontainment Supervisor (Level 3 & HSLAS) | Standing Member |
|  Team Lead, Environment, Health & Safety (Ex-officio/Non-voting)  | Standing Member |
|  Department Chair (Basic) or delegate | April 2022 – March 2025 |
|  Department Chair (Clinical) or delegate | April 2022 – March 2024 |
|  Dentistry  |  April 2022 – March 2025 |
|  Academic Department Manager  |  April 2022 – March 2024 |
|  Support Staff (NASA staff member) |  April 2022 – March 2025 |
|  Graduate Student  |  April 2022 – March 2024 |
|  Member at Large (1)  |  April 2022 – March 2025 |
|  Member at Large (2) |  April 2022 – March 2024 |

See Appendix 1 for list of current representatives

# 4.0 Committee Responsibilities

All committee members (except Ex-officio members) can vote.

## Committee

Support the development of a robust health and safety culture through the following:

* Lead the implementation of the U of A Health, Safety, and Environment Management System (HSEMS) for the represented department.
* Identify opportunities for and recommend health, safety, and environment initiatives.
* Communicate the annual departmental health, safety, and environment goals and plans to HSESAC.
* Promote and encourage participation in environment, health and safety initiatives.
* Make recommendations to senior administrators on how to resolve health, safety, and environment concerns.
* Provide advice, information and assistance to unit health, safety, and environment committees as required.
* Review Terms of Reference once per year.

## Chair

* Schedule and chair meetings.
* Develop meeting agendas, which reflect the activities of the committee.
* Report on committee business to the EHSSAC on a quarterly basis
* Appoint committee members as necessary.

## Recorder

* Appointed by the committee chair
* Take and distribute meeting agendas and minutes.
* Maintain committee records at the department level ensuring compliance with the Records Management Policy and procedures.

# 5.0 Meeting Framework

## Frequency

* + Committee meetings will be scheduled monthly at a predetermined time and location. Meeting frequency is determined by level of risk.

## Quorum

* + A quorum for the committee meetings will consist of 50 percent of voting members plus one.

## Agenda Items

* The Chair will prepare a copy of the agenda for each meeting and distribute it to all members 7 days prior to the meeting.

## Minutes

* Prepared by the committee recorder
* Distributed 7 days after the committee meeting
* Meeting minutes will be retained within the faculty

Appendix 1. Current Representatives ­­­

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| **POSITION/REPRESENTATIVE** | **MEMBER** | **TERM** |
|  Deputy Faculty General Manager, Office of the Dean - Chair  |  Taniya Birbeck | Standing Member |
| Vice-Dean, Research (Basic) |  Richard Lehner | Standing Member |
|  Director, Core Research Facilities |  Wendy Magee | Standing Member |
|  Director, Facility Planning and Projects |  Jon O’Hara | Standing Member |
|  Biocontainment Supervisor (Level 3 & HSLAS) |  Megan Desaulniers | Standing Member |
| Environment, Health & Safety Representative (Ex-officio/Non-voting)  |  Dan Dragon | Standing Member |
|  Department Chair (Basic) or delegate |  VACANT | April 2022 – March 2025 |
|  Department Chair (Clinical) or delegate |  VACANT | April 2022 – March 2024 |
|  Dentistry  |  Suzanne Roy |  April 2022 – March 2025 |
|  Academic Department Manager  |  Gonzalo Villas |  April 2022 – March 2024 |
|  Support Staff (NASA staff member) |  VACANT |  April 2022 – March 2025 |
|  Graduate Student  |  VACANT  |  April 2022 – March 2024 |
|  Member at Large (1)  |  VACANT |  April 2022 – March 2025 |
|  Member at Large (2) |  VACANT |  April 2022 – March 2024 |