Program Management and Leadership -

[Department]

Environment, Health and Safety Committee

**Terms of Reference Template**

1.0 Introduction

The [Department] Environment, Health and Safety Committee has adopted these terms of reference to guide its operations.

2.0 Requirements

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

1. Committee Membership
   * Member Selection
     + There will be a minimum of four members on the committee.
     + Committee members may volunteer, or be appointed or elected for a [ ] year term.
     + An individual may serve on the committee for up to [ ] years.
     + Committee members should represent a cross section of the faculty/portfolio.
   * Ex-officio/non-voting members
     + Includes a representative from the Department of Environment, Health and Safety to act as an expert resource to the committee.
2. Guests
   * Are permitted at the discretion of the chair.
   * Will not have voting privileges
3. 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 Environment, Health and Safety Management System (EHSMS) for the represented department.
* Identify opportunities for and recommend environment, health and safety initiatives.
* Communicate the annual departmental environment, health and safety goals and plans to EHSSAC.
* Promote and encourage participation in environment, health and safety initiatives.
* Make recommendations to senior administrators on how to resolve environment, health and safety concerns.
* Provide advice, information and assistance to unit environment, health and safety 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.

1. Meeting Framework
   * Frequency
     + Choose an item. Committee meetings will be scheduled at least Choose an item. 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 [ ] days prior to the meeting.
   * Minutes
     + Prepared by the committee secretary
     + Distributed [ ] days prior to the committee meeting
     + Meeting minutes will be retained within the faculty/portfolio.