MISSION:
This committee will enhance health and safety at New Brunswick Community College (NBCC) and promote a strong, safety focused culture. This committee will be responsible for governance of existing Joint Health and Safety Committees (JHSC), providing College-wide change leadership through JHSCs, ensuring continuity between locations, and moving beyond compliance to best practices.

SPECIFIC RESPONSIBILITIES:
The Committee has the following specific responsibilities / objectives:

- Establish and maintain the governing policies that direct NBCC JHSCs
- Direct JHSCs in implementation of ongoing enhancements of NBCC health and safety program
- Support health and safety consultation related to policies
- Review existing NBCC health and safety practices and identify opportunities for improvement
- Review recent studies and investigation related to NBCC health and safety and identify improvement strategies (ex: Academic Gap Analysis, WorkSafeNB Investigations)
- Research best practices at other similar institutions and those suitable for adoption by NBCC
- Establish Key Performance Indicators (KPIs) for health and safety at NBCC and implement a program for tracking and reporting them on an ongoing basis
- Review and improve safety training programs (safety orientation, WHMIS, OHS for Supervisors and similar) with focuses on:
  - providing better training resources for supervisors
  - developing and implementing a system for ongoing tracking of employee completion
- Develop a Health and Safety Enhancement Communication plan (ex: safety boards, signage, educational materials, electronic communications and similar)
- Develop an internal safety audit program (supplementary to mandatory workplace inspections)
- Explore the potential of a safety recognition program for employees and students
- Review all accidents and incidents that:
  - require NBCC to contact WorkSafeNB in accordance with their requirements and make recommendations for improvement.
  - are considered lost time injuries
  - impact on other campuses
- Review Key Performance Indicators and reports from injury/incident database
- Review all WorkSafeNB Inspection Reports and make recommendations for improvement
MEMBERSHIP AND QUORUM:

- Manager Health and Safety
- Minimum of one (1) member from each JHSC
- Minimum of one (1) member of Employee and Student Development
- Minimum of two (4) Instructors
- Minimum of one (1) Academic Chair
- Minimum of one (1) Dean
- Respondents to NBCC Call for Interest
- Quorum for holding a meeting and for transacting business will be 50% attendance including the Chair and/or Co-chair.

TERMS:

- Chair will be the Manager – Health and Safety in perpetuity
- Co-chair will be an employee representative from a collective bargaining unit
- Members shall serve a minimum of two years, with no more than half the members new each year.

TRAINING:

All “new” committee members must complete WorkSafeNB’s blended online training modules or attend a three-day educational program within 12-months after being elected/named (WorkSafeNB provides this training free of charge).

CO-CHAIR FUNCTIONS:

- ensure agenda is prepared and distributed prior to meetings
- ensure all committee members have a chance to speak and be heard at meetings
- guide committee members toward a common goal
- resolve conflict and any miscommunication that may occur related to health and safety
- share meeting minutes with Senior Executive Team (SET)
- ensure health and safety initiatives align with the College strategic goals
- ensure that minutes are recorded and distributed within 2 weeks

COMMITTEE FUNCTIONS:

- send agenda items to Chair
- provide topic specific dialogue and constructive feedback at meetings
- ensure two-way communications between the College-wide committee and each local JHSC
- assist with coordination and implementation of events
MEETINGS AND ORGANIZATION:

- Meetings will be Bi-monthly
- Meetings will typically use Microsoft Teams
- “Open Forum” will be a standing item on every agenda; an opportunity to share best practices, common concerns, etc.
- Decision making will be to reach a consensus. If consensus or compromise cannot be reached, the decision will be by majority vote.

RECORER RESPONSIBILITIES:

Minutes of all health and safety committee meetings are required. Keeping a good record of JHSC activities and discussions is necessary to help ensure each concern and resolution is documented. The JHSC may elect an existing member as a recorder but it is also acceptable for the employer to provide a recorder who is not a JHSC member. (if this is the case, this person will be a non-voting member). If the recorder cannot attend a meeting, the co-chair not scheduled to lead the meeting will act as the recorder.

CONFIDENTIALITY:

All information discussed in the meetings will be held in confidence and remain internal to NBCC. Health and Safety issues will be discussed omitting names of any people who may be involved.

REVIEW SCHEDULE:

The Committee will annually review the Committee’s Terms of Reference to ensure they meet the current needs of NBCC.