



Faculty of Fine Arts Health and Safety Committee

Purpose

The purpose of the Faculty of Fine Arts Health and Safety Committee is to address occupational health and safety issues relating specifically to the Faculty of Fine Arts academic programmes, facilities, students, faculty and employees. Reporting to the Dean of the Faculty of Fine Arts, the Faculty of Fine Arts Health and Safety Committee acts as an advisory committee to the Office of the Dean in matters related to health and safety.

Composition of Committee

Membership

The Committee's membership is composed of representatives from administration, faculty, student and technical or support groups.

At a minimum, it should include representation from all constituencies: e.g. faculty member, technician, support staff, graduate student.

The senior administrator of the unit i.e. dean, chair or director is an ex-officio member.

Union and student representatives should be appointed from or endorsed by the groups they represent and are considered to be at work when they are conducting committee business.

A representative from the Environmental Health and Safety Office assigned to the Fine Arts will be an ex-officio member.

Ex-officio members shall have speaking privileges, but no voting privileges.

Responsibilities

1. Review summaries of Accident/Incident Reports pertaining to the Faculty of Fine Arts and make recommendations where appropriate.
2. Review and comment on inspection reports carried out within the Faculty of Fine Arts.

3. Receive and evaluate suggestions from employees and students regarding health and safety within the Faculty of Fine Arts.
4. Receive and evaluate complaints regarding inadequate response or action in correcting health and safety problems within the Faculty of Fine Arts.
5. Make recommendations regarding information, training and prevention programmes within the Faculty of Fine Arts.
6. Monitor actions taken to correct health and safety problems within the Faculty of Fine Arts.
7. Recommend policies and procedures in response to health and safety issues within the Faculty of Fine Arts.
8. Prepare an annual report for the Dean of the Faculty of Fine Arts and the university's central Advisory Health and Safety Committee.

Terms of Reference:

1. **Term of Office:**
Each member is to be appointed or elected to the Committee for a two (2) year term. Terms are renewable at the discretion of the appointing / Electing body. Appointments are to be made in writing to the Chair of the committee.
2. **Chair:**
The Chair of the Committee will be selected from the membership of the Committee.

The Chair receives copies of all Incident/Injury Reports and any other relevant health and safety documents pertaining to the Faculty of Fine Arts.

Committee meetings shall be presided over by the Chair.
3. **Resignations:**
All resignations shall be made in writing to the Chair of the Committee with a copy to the appointing/electing body, within thirty (30) days of the resignation.
4. **Vacancies:**
Vacancies shall be filled within thirty (30) days by the appropriate appointing/electing body. Replacement in mid-term will be for the remainder of the term.
5. **Attendance:**
Committee members should attempt to notify the Chair of their absence from a

meeting at least twenty four (24) hours in advance.

6. **Substitution:**
Substitution for absent members is permitted with prior approval of the Chair. The substitutes have voting privileges. The Chair must be informed at least twenty four (24) hours in advance of the substitution.
7. **Guests:**
Speaking privileges may be granted to non-members at the Committee's discretion.
8. **Secretary:**
A secretary appointed at each meeting on a rotational basis shall take a record of the meeting.
9. **Steering:**
The Chair shall prepare the agenda of the meeting.

Committee Procedures:

1. **Regular Meetings:**
The Committee is expected to meet at least three times a year
2. **Special Meetings:**
Any single member may submit a request for a special meeting to the Committee.
3. **Agenda:**
The agenda will be normally mailed to all members at least one (1) week prior to the meeting date.

New items requiring immediate attention may be added to the agenda under "Other Business" at the discretion of the presiding Chair.
4. **Quorum:**
A quorum shall consist of one half of the members of the Committee present during a meeting.