



## SAFETY IMPROVEMENT TEAMS — STANDARD TERMS OF REFERENCE

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This standard term of reference provides guidance to the multiple Safety Improvement Teams (SITs) in the University community. Each SIT may modify and adopt their own terms of reference by either meeting or exceeding these requirements.

### **PURPOSE:**

The purpose of the Safety Improvement Team (SIT) is to identify concerns, propose solutions and collaborate on initiatives relating to the health and safety of the supervisors, workers and students represented by the team.

### **ROLE OF THE SAFETY IMPROVEMENT TEAM:**

In order to monitor Health and Safety Programs within units each Safety Improvement Team is responsible for, but not limited to, the following activities:

1. Report to the Dean, Director or Department Head, or designate.
2. Receive, discuss and recommend resolution to concerns brought to the attention of the SIT.
3. Participate in regular scheduled worksite inspections as required, report any hazardous conditions and report on the corrective actions taken.
4. Review and make recommendations on corrective actions resulting from incident investigations.
5. Act as a resource for health and safety issues or concerns.
6. Liaise with Environmental Health & Safety on matters that may impact other areas of the University.
7. Promote health and safety awareness.

### **MEMBERSHIP:**

1. To be an effective team, the SIT should ideally have around 8 members (no less than four, but no more than 12 members).
2. Each SIT will have an EH&S representative designated to work with and support the SIT. The EH&S representative is not eligible to be elected as the Chair or alternate Chair of the SIT.
3. Equal representation from members representing both supervisor and worker representatives.
4. Supervisor representatives are appointed by the Dean, Director or Department Head.
5. Worker representatives shall be elected or appointed by their peers.
6. All major work groups or areas should be represented.

### **TERM OF MEMBERSHIP:**

1. Members of a SIT shall hold office for a term of not less than one year and may continue to hold office until their successors are elected or appointed.
2. Members of a SIT may be re-elected or re-appointed for additional terms.
3. A member of a SIT may be replaced at any time by those persons whom the member represents.

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### **MEETINGS:**

1. The SIT shall meet regularly, at least six times per year during regular business hours.
2. New business items must be submitted to the chair or designate at least 1 week prior to the next scheduled meeting.
3. An agenda will be prepared by the chair or designate and distributed to the members prior to the scheduled meeting.
4. Each SIT must elect both a Chair and an alternate Chair from the SIT members. If the Chair is a worker representative, the alternate should be a supervisor representative, and vice versa. (Alternatively, Co-Chairs, with one representative of each group, may also be selected.)
5. Each SIT must have a scribe to take minutes. The scribe may or may not be a member of the team.
6. Minutes must be prepared in a timely manner.
7. Minutes must be distributed to:
  - o SIT members
  - o Dean, Director or Department Head
  - o Environmental Health & Safety Department
  - o Supervisors & workers, as required
8. Minutes should be posted in accessible and visible area in the worksite as decided by the SIT or distributed to all workers and supervisors.

### **SAFETY RECOMMENDATION PROCESS:**

Individuals with health and safety concerns must discuss their concerns with their direct supervisor before SIT involvement. The supervisor may choose to involve the SIT as a resource. If the worker is not satisfied with their supervisor's response to their concerns, then escalation to a member of the SIT is warranted. The SIT member should forward the concern to the Chair of the SIT for inclusion on the SIT agenda as a discussion item.

SIT recommendations concerning the improvement of health and safety programs should be:

1. Directed to the Dean, Director or Department Head and/or the Associate Director of Environmental Health & Safety by the Chair of the SIT, or alternate.
2. The response to these recommendations must be written and responded to in a timely manner in response to the Chair of the SIT, or alternate.
3. Issues or concerns that have not been resolved to the satisfaction of the SIT may be referred by the Chair of the SIT, or alternate, to the Director of Risk Management and/or the University Health, Safety & Security Committee.

### **ANNUAL REVIEW:**

Annual review of this standard Terms of Reference will be conducted by Environmental Health & Safety.

The SIT-specific terms of reference must be reviewed annually with the standard terms of reference provided by Environmental Health & Safety.

### **DEFINITIONS:**

*Safety Improvement Team (SIT):* is a worksite health and safety committee comprised of both supervisor and worker members whose goal is to identify and improve health and safety in the workplace.

*Supervisor:* is an individual that directs or oversees a person, group, department, organization, or operation for the University of Calgary.

*Worker:* Any person engaged in work at or for the University of Calgary, including employees, contracted workers, volunteers and graduate students.