1.0 Introduction

The Civil & Environmental Engineering (and School of Mining and Petroleum Engineering) 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.

3.0 Committee Membership

- Voting Member Selection
  - The Associate Chair, Research & Planning (Chair of Committee)
  - The Designated Department Safety Officer – technical support staff member
  - Two faculty members appointed by the Department Chair serving overlapping two-year terms
  - One technical support staff representative appointed by the Department Chair serving an overlapping two-year term
• 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.

4.0 Guests
  • Are permitted at the discretion of the chair.
  • Will not have voting privileges

5.0 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 Environment, Health and Safety Management System (EHSMS) for the represented department.
  • Promote and encourage initiatives from the Faculty of Engineering Safety Committee.
  • 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 and Principle Investigators 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.
• Committee 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
  • The Designated Department Safety Officer will act as Recorder.
  • Take and distribute meeting agendas and minutes.
  • Maintain committee records at the department level ensuring compliance with the Records Management Policy and procedures.

6.0 Meeting Framework

• Frequency
  • Civil Engineering Safety Committee meetings will be scheduled at least 6x per year 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 prior to the meeting.

• Minutes
  • Distributed prior to the committee meeting
  • Meeting minutes will be retained within the Department by the Safety Officer.