

**Department of Civil & Environmental Engineering  
School of Mining and Petroleum Engineering  
Environment, Health and Safety Committee  
Terms of Reference**

## 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.