



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

TERMS OF REFERENCE - THE CAMPUS OCCUPATIONAL HEALTH, SAFETY AND THE ENVIRONMENT COMMITTEE (Sub Committee and Unit Committees)

Rationale:

The Campus Occupational Health, Safety and the Environment Committee is a legislative requirement of The University stipulated in the Occupational Safety and Health Act, 2004 (as amended) section 25E. This committee is responsible for advising Campus Management through the Campus Registrar on actions that need to be taken to ensure that the campus is; a safe place of work for its staff; a safe place of study for its students and complies with all relevant legislation and exhibiting best practice in the management of occupational health and safety.

Due to the size and geographical distribution of the Campus, the Campus OHSE committee will be supported by several OHSE subcommittees which in turn will be supported by OHSE unit committees. The organizational structure or framework of these various committees, their reporting lines and terms of reference will be detailed in this document.

Organizational Structure:

Attachment one, (page 4), attempts to show the structure of the various OHSE Committees their relationships and reporting lines. The membership of each committee, however, must be representative of the employee population that they represent. That is, they must include members of the unions, technical and non technical staff as well as supervisors and managers. At least half of the members of the committee must be representatives of the employees who MAY be elected, volunteer or nominated to function within subcommittee or unit committee. Furthermore, care must be taken to ensure that all stakeholders are represented proportionately in this committee. Further guidance on the composition of subcommittees and unit committees can be obtained from the Office of OHSE.

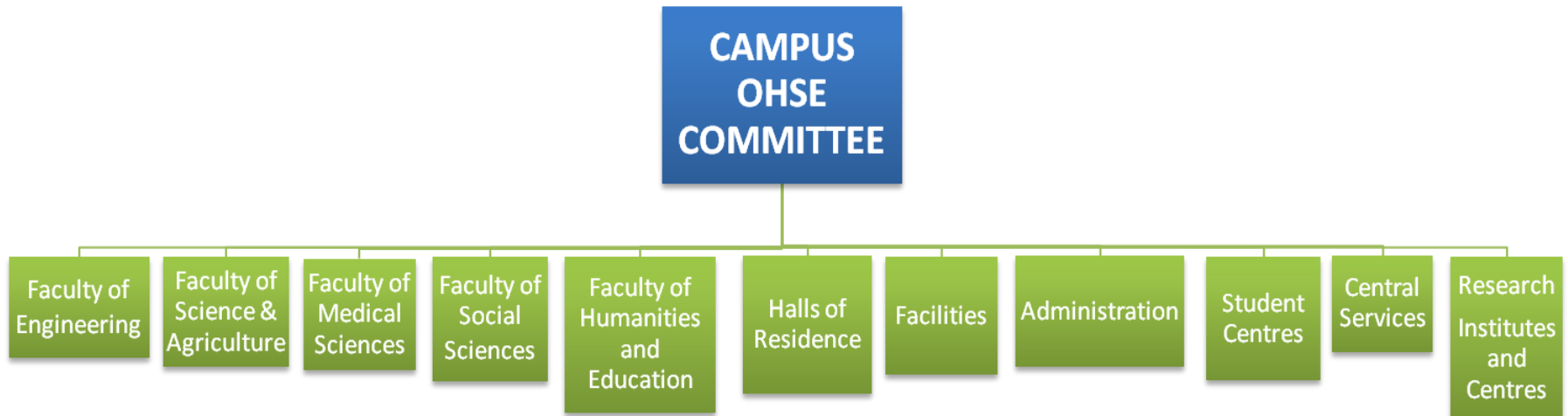
Terms of Reference – OHSE Subcommittee:

1. Meet on the last Monday of each month.
2. Act as a coordinating body for the various unit committees represented.
3. Review the reports from the various unit committees submitted for that month.
4. Review actions taken by the unit committees and prioritize actions escalated to the subcommittee for action.
5. Maintain an action tracker to monitor the progressions or closure of actions.
6. Actions that may be resolved within three months that can be met from existing budgetary provisions.
7. Actions likely to require more time or financing to be resolved must be referred to the Campus OHSE Committee.
8. Review and disseminate all reports of information forwarded from the Campus OHSE Committee.
9. Implement actions recommended by the Campus OHSE Committee.
10. Monitor the progress and impact of OHSE initiatives implemented.
11. In collaboration with the Office of OHSE and using OSHE unit committees risk assessments, conduct an annual facility risk assessment.
12. Prepare a quarterly report on the activities of the subcommittee for review by the Campus OHSE Committee. (See attachment 2 for report template)

Terms of Reference – OHSE Unit Committee:

1. Meet on the first Monday of each month.
2. Each committee member must act as an employee liaison and solicit feedback from employees prior to meetings regarding the OHSE concerns that may exist.
3. Review concerns raised and develop a prioritized list for action.
4. Actions that may be resolved within three weeks at a modest cost.
5. Actions likely to require more time or financing to be resolved must be referred to the relevant OHSE subcommittee.
6. Conduct in collaboration with the Office of OHSE annual risk assessments for the various units represented.
7. Engage the Office of OHSE and other offices as appropriate in any refusal-to-work instances for investigation.
8. Prepare a report by the second Monday of every month which is to be submitted to the Chair Person of the relevant subcommittee. (See Attachment 3 for report template)
9. Review reports and other materials that may be passed from the Campus OHSE Committee or relevant subcommittee and disseminate information to the employees accordingly.
10. Implement actions and recommendations proposed by the Campus OHSE Committee or relevant subcommittee.

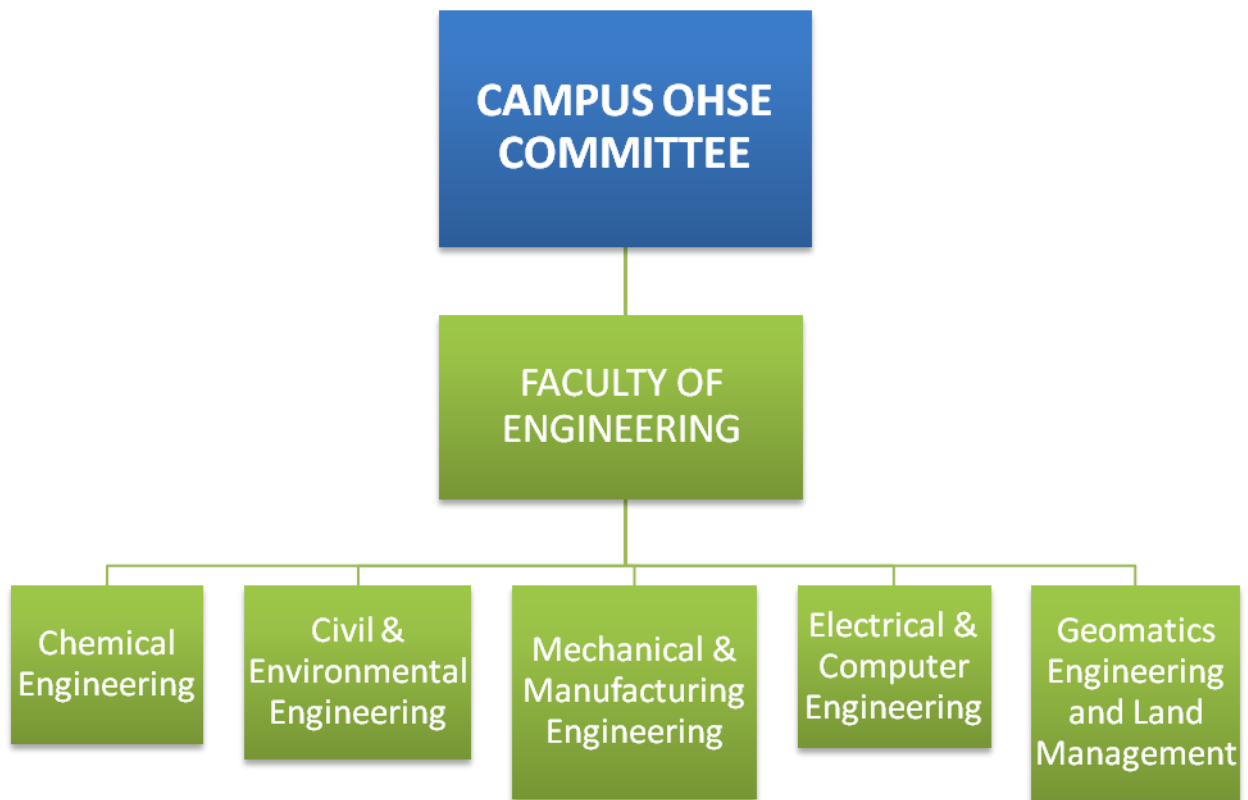
ATTACHMENT 1 – ORGANISATIONAL STRUCTURE OF THE UWI OHSE COMMITTEE, SUB-COMMITTEES AND UNIT COMMITTEES



OHSE SUB-COMMITTEES

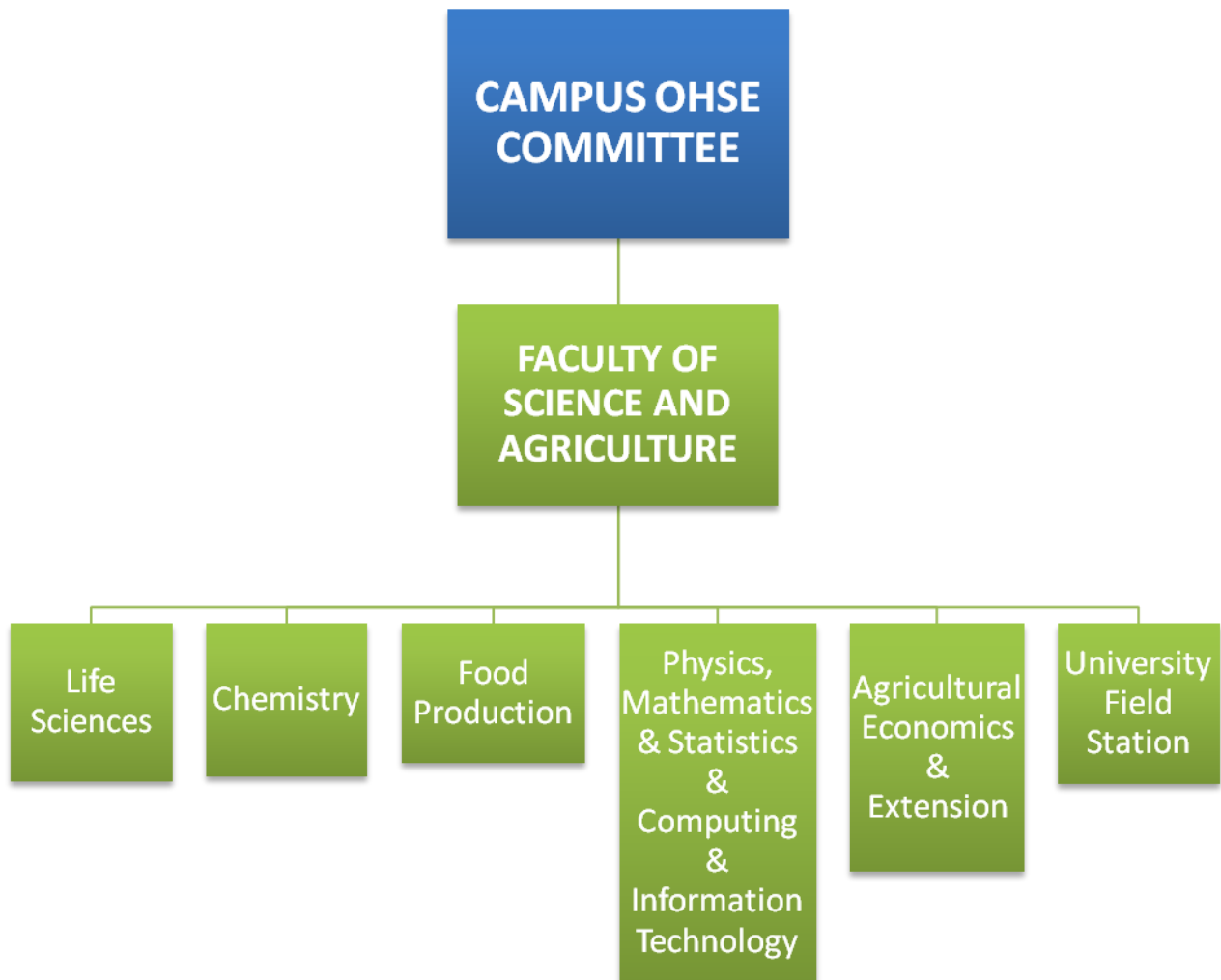
FACULTY OF ENGINEERING:

UNIT COMMITTEES



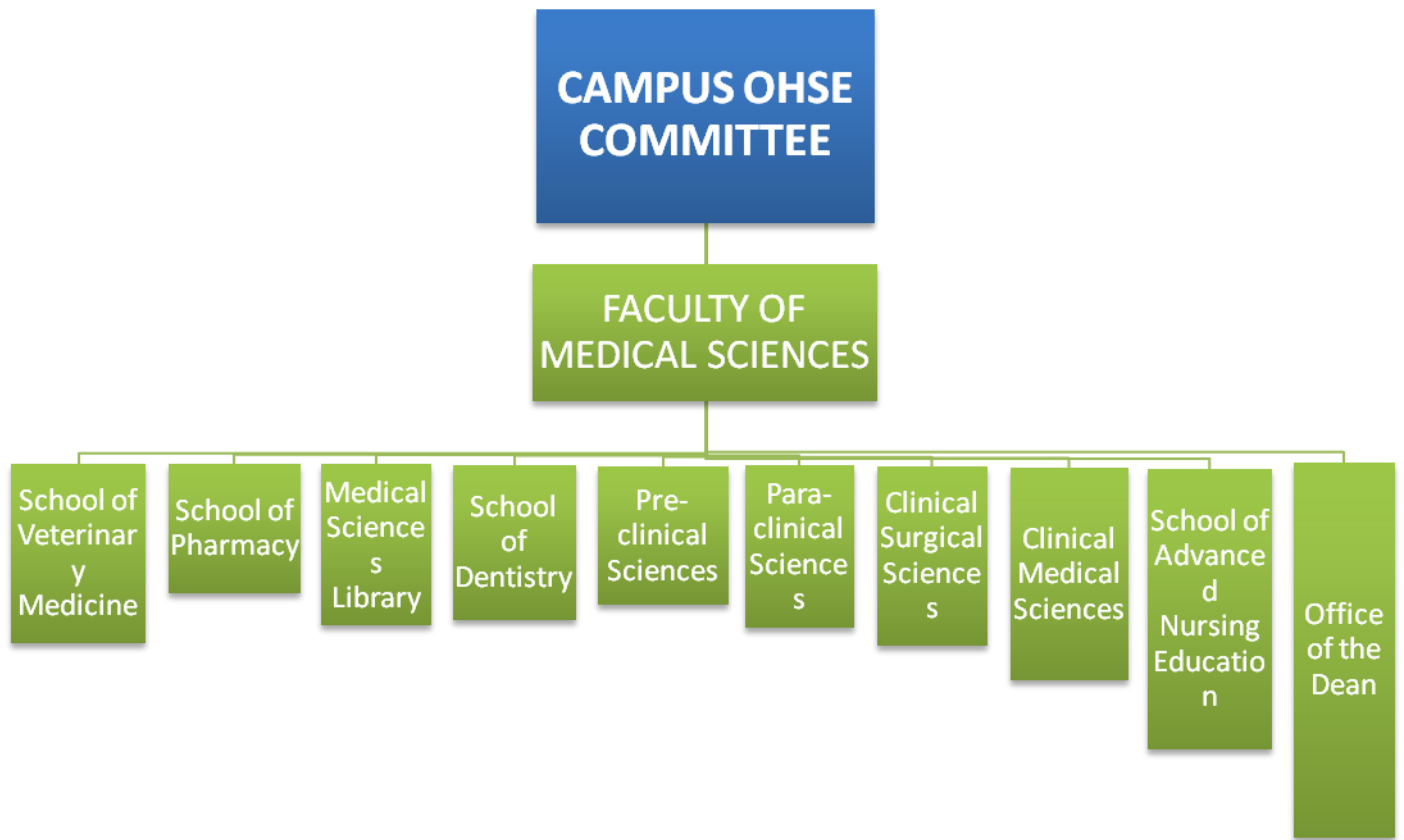
FACULTY OF SCIENCE AND AGRICULTURE:

UNIT COMMITTEES



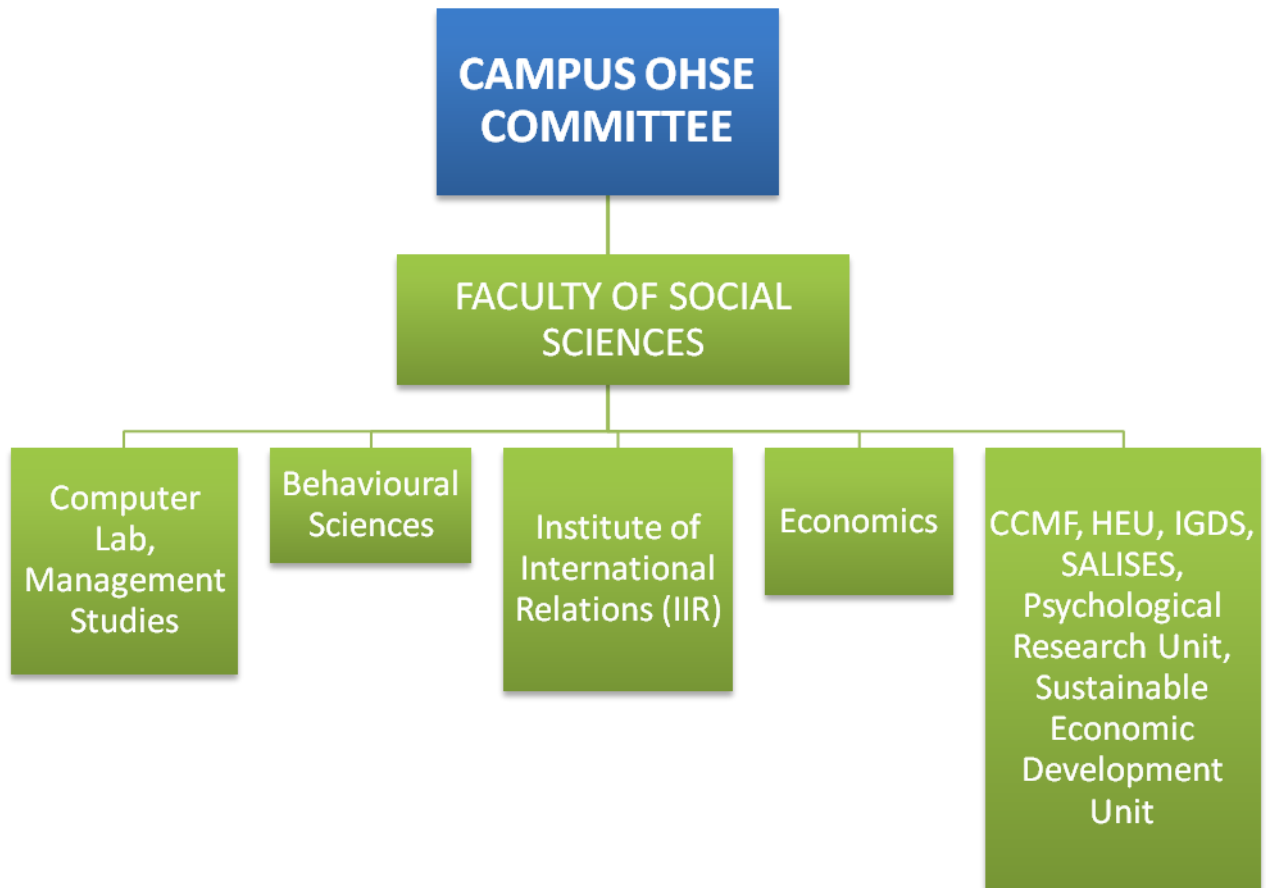
FACULTY OF MEDICAL SCIENCES:

UNIT COMMITTEE



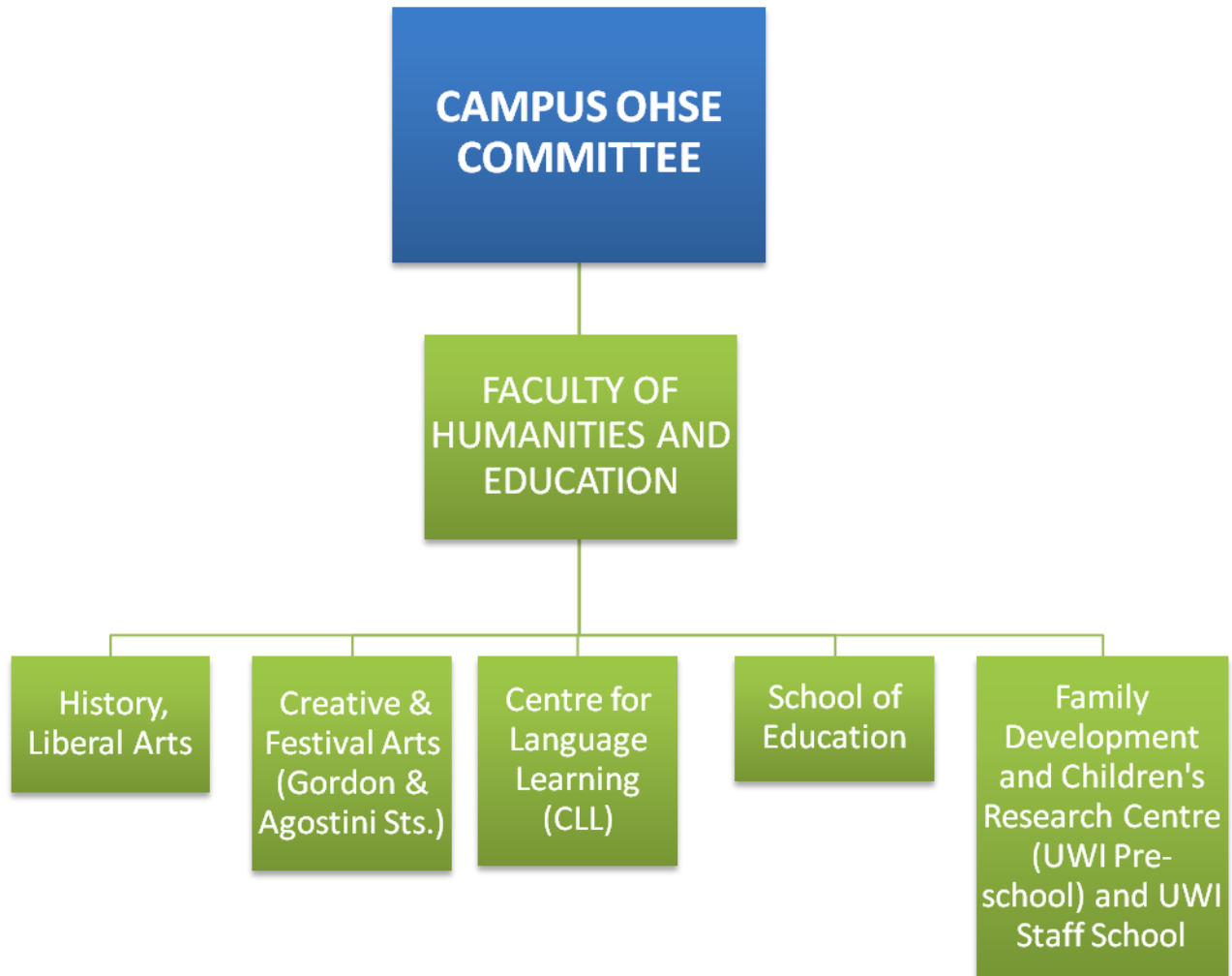
FACULTY OF SOCIAL SCIENCES:

UNIT COMMITTEES



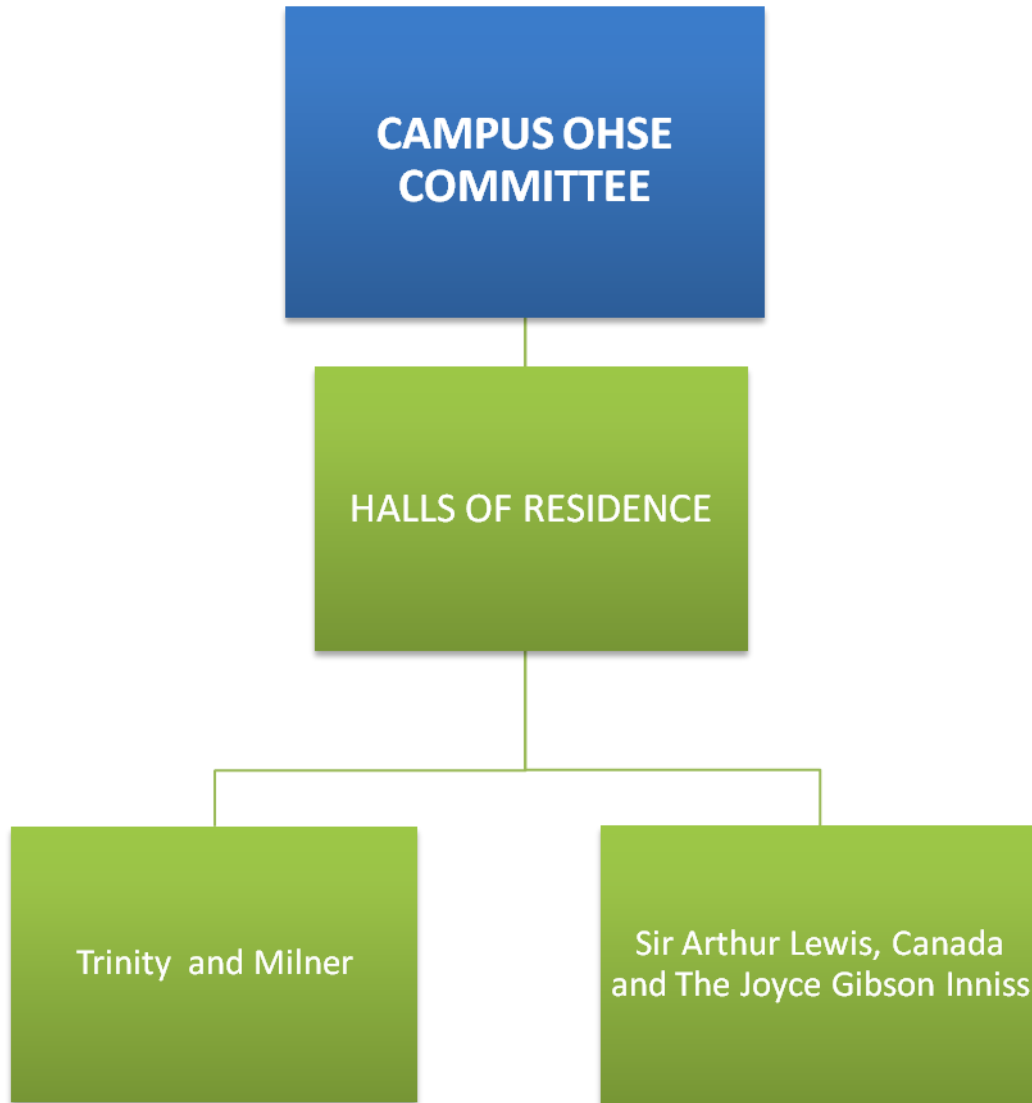
FACULTY OF HUMANITIES AND EDUCATION:

UNIT COMMITTEE

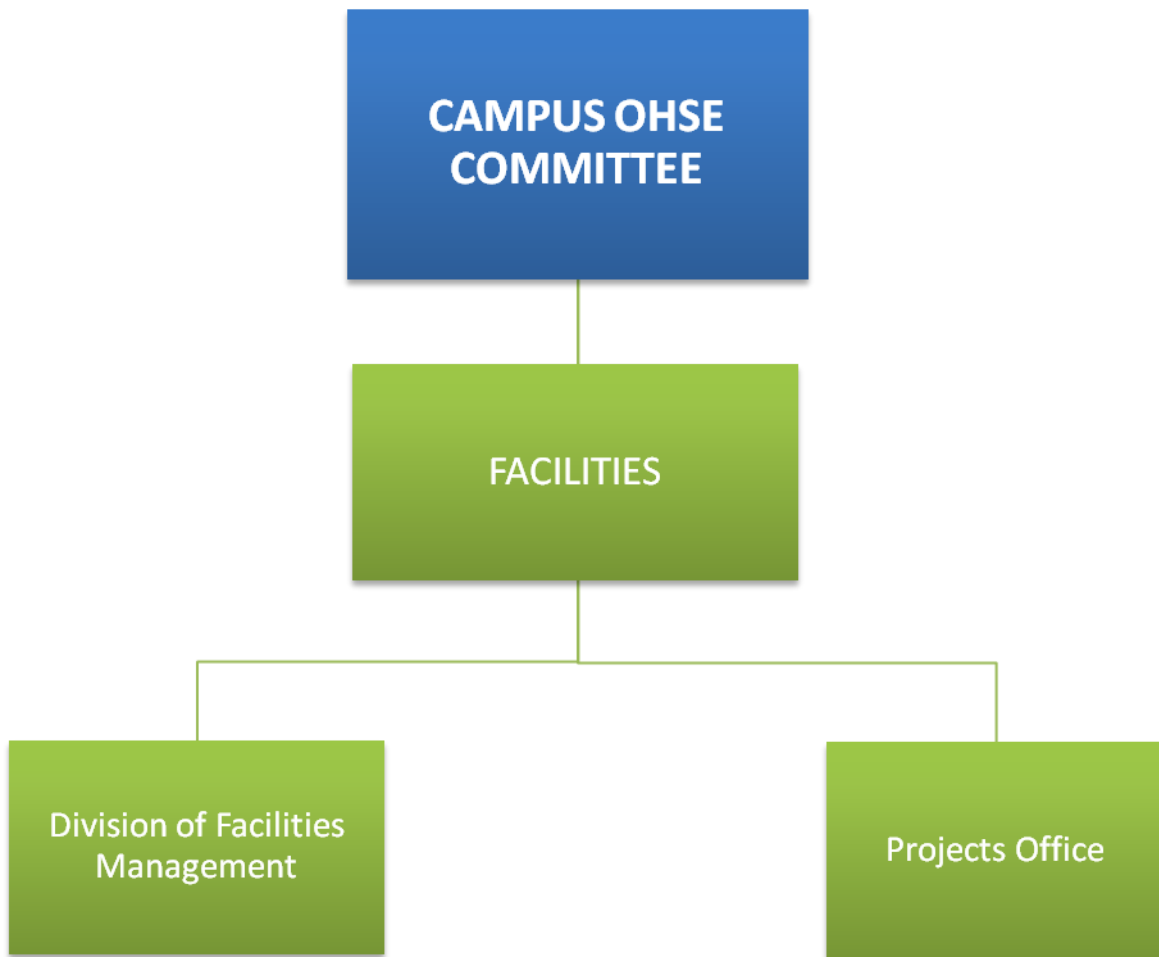


HALL OF RESIDENCE:

UNIT COMMITTEES

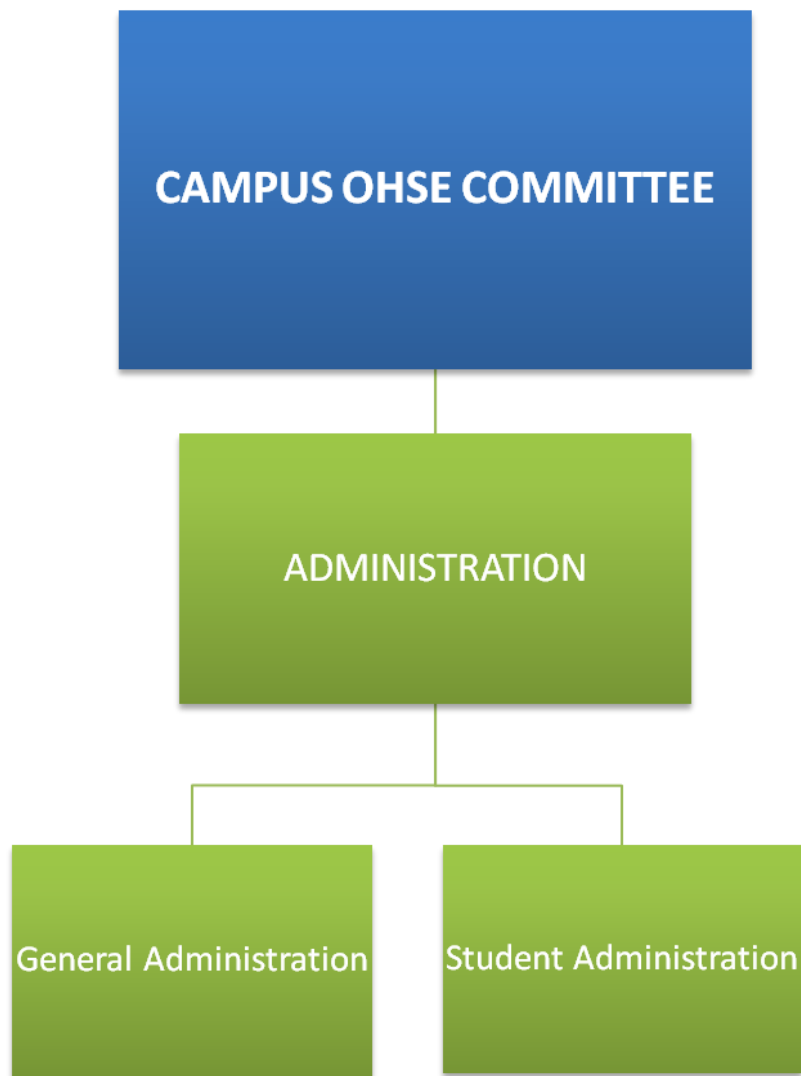


FACILITIES:
UNIT COMMITTEES



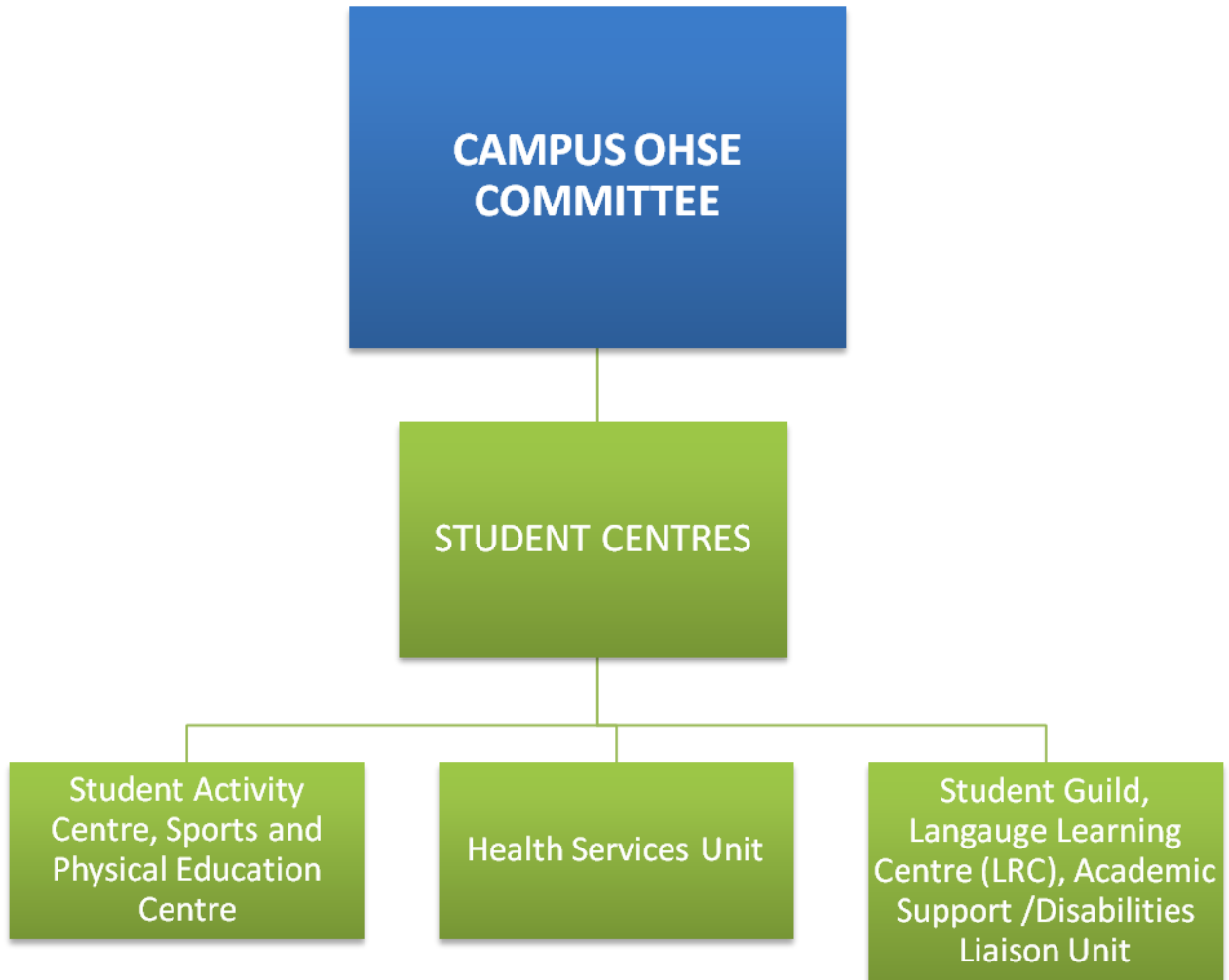
ADMINISTRATION:

UNIT COMMITTEES



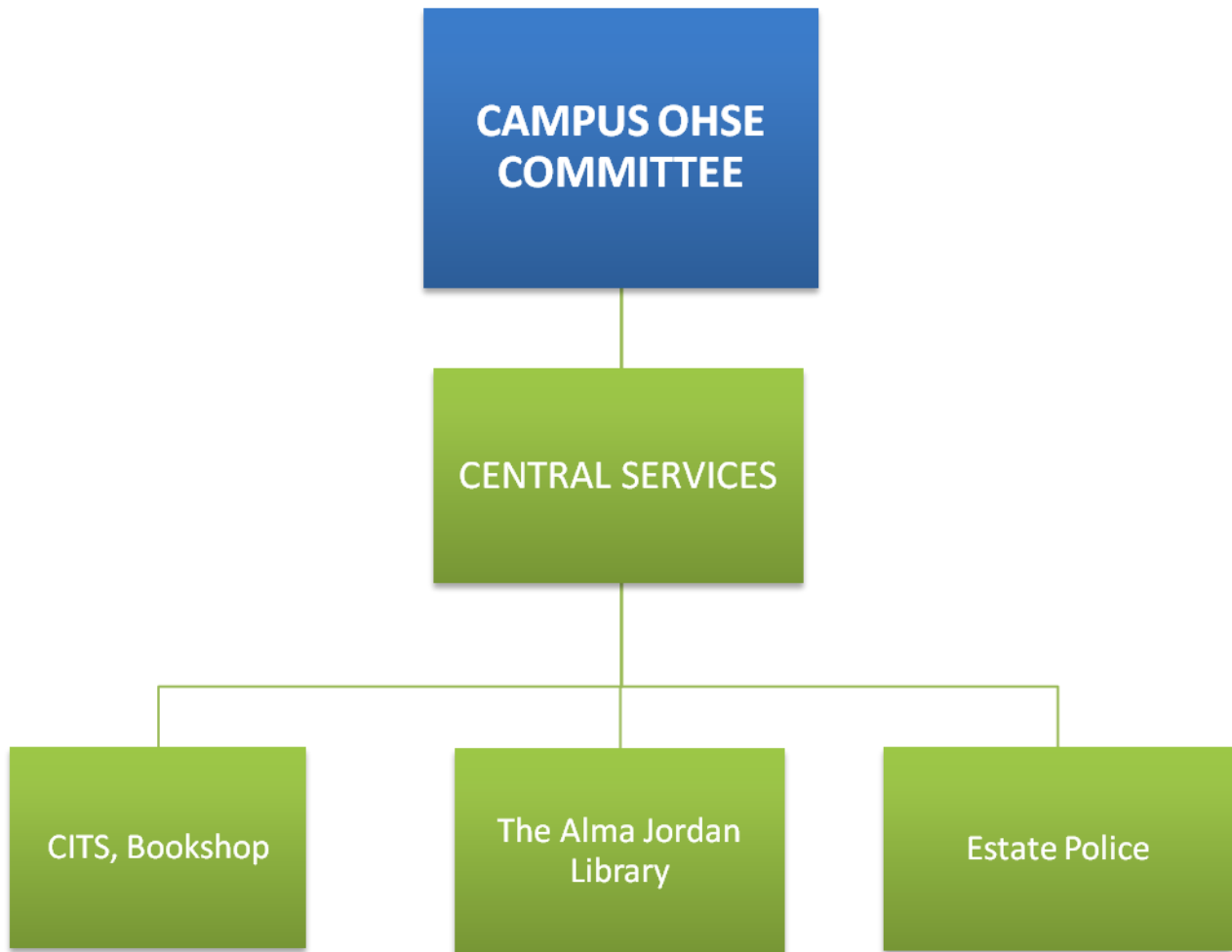
STUDENT CENTRES:

UNIT COMMITTEES



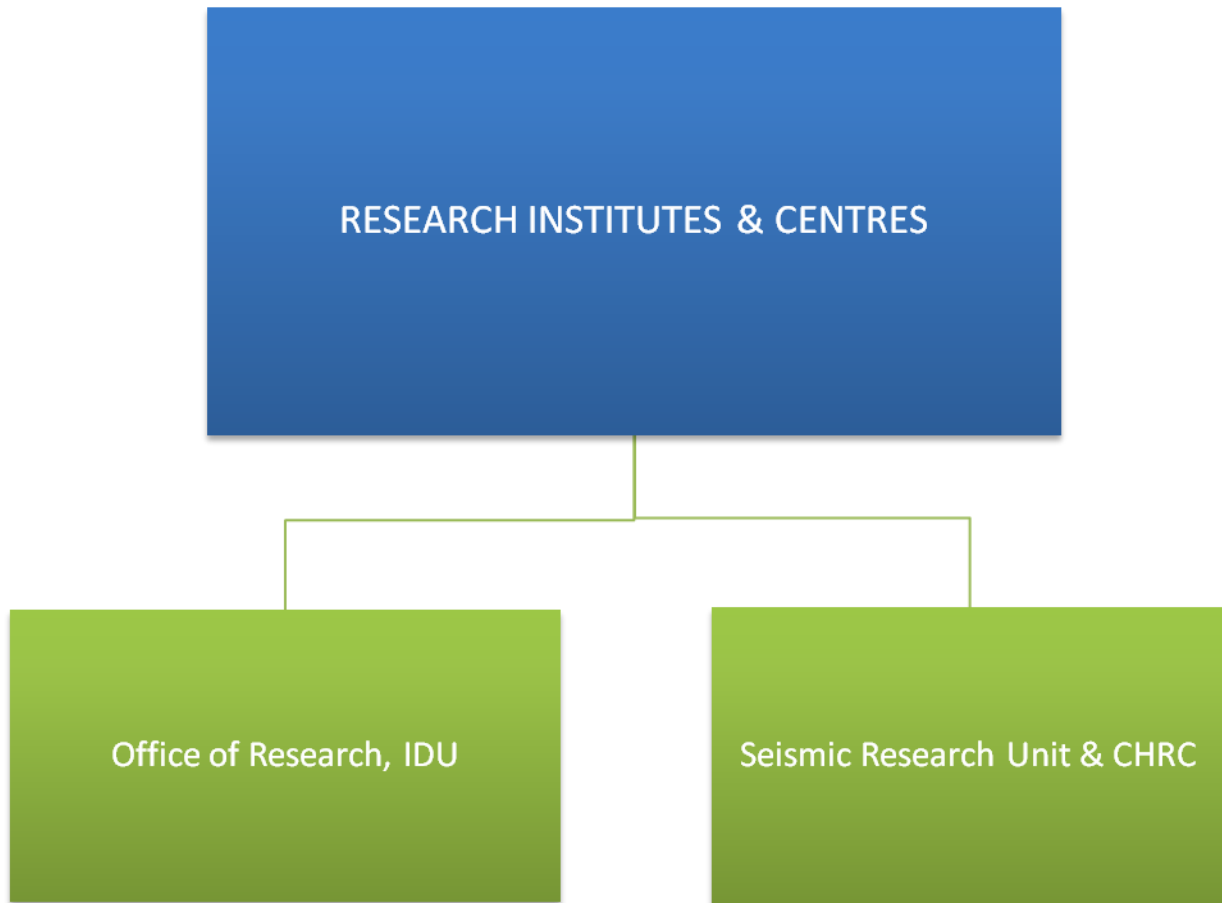
CENTRAL SERVICES:

UNIT COMMITTEES



RESEARCH INSTITUTE AND CENTRES:

UNIT COMMITTEES



ATTACHMENT 2: OSHE SUBCOMMITTEE MONTHLY REPORT TEMPLATE



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

Committee Title Here (e.g. Faculty of Engineering OHSE Sub Committee)

Monthly Report

Date:

(Chairperson signs final report)

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Chairperson

Attendance:

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Apologies

XXXXXXXXXXXXXXXXXXXX

- 1. Confirmation of minutes of last meeting**
- 2. Review of Action Log and progress reports:**
- 3. Reports from Membership regarding issues highlighted at last meeting**
- 4. Review of Unit Committee Reports**

Summary of actions taken by Unit committee

Summary of recommendations by unit committee

Actions deferred to Sub committee

- 5. Actions deferred to the Campus OHSE committee**

Attachments

- 1. Minutes**
- 2. Action Log**
- 3. Quotations and proposals**

ATTACHMENT 3 – OHSE Unit committee Monthly Report Template



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

Committee Title Here (e.g. Chemical Engineering OHSE Unit Committee)

Monthly Report

Date:

(Chairperson signs final report)

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Chairperson

Attendance:

XXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

Apologies

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- 1. Confirmation of minutes of last meeting**
- 2. Review of Action log and progress reports:**
- 3. Review of Materials passed on from the OHSE Subcommittee**
- 3. Reports from Membership regarding issues highlighted since last meeting**
- 4. Actions deferred to Sub committee**

Attachments

- 1. Minutes**
 - 2. Action Log**
- Quotations and proposals**