

Health, Safety, and Environment Committee Faculty of Medicine & Dentistry Terms of Reference

Original Approval Date: August 31, 2020

Most Recent Approval Date: April 25, 2022

Most Recent Editorial Update: June 3, 2022

Office of Accountability:	Office of the Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Office of the Dean, Faculty of Medicine & Dentistry
Approver:	Dean's Executive Committee
Scope:	Terms of Reference

1.0 Introduction

The Faculty of Medicine & Dentistry Health, Safety, and Environment Committee has adopted these terms of reference to guide its operations.

2.0 Requirements

Committee members must complete the Health, Safety, and Environment Committee Orientation provided by the Department of Health, Safety and Environment.

3.0 Committee Membership

Member Selection

- There are seven standing members of the committee
- There will be up to nine additional members on the committee that represent a cross section of the faculty
- Committee members may volunteer, be appointed, or elected for a 2 to 3 year term.
- An individual who volunteers, is appointed, or elected may serve on the committee for up to 6 years

Ex-officio/non-voting members

Includes a representative from the Department of Health, Safety and Environment to act as an expert resource to the committee.

Health, Safety, and Environment Committee Faculty of Medicine & Dentistry Terms of Reference

Guests

- Are permitted at the discretion of the chair.
- Will not have voting privileges

POSITION/REPRESENTATIVE	TERM
Deputy Faculty General Manager, Office of the Dean - Chair	Standing Member
Vice-Dean, Research (Basic)	Standing Member
Director, Core Research Facilities	Standing Member
Director, Facility Planning and Projects	Standing Member
Biocontainment Supervisor (Level 3 & HSLAS)	Standing Member
Health, Safety and Environment Representative (Non-voting)	Standing Member
Executive Assistant, Office of the Dean - Committee Recorder (Non-voting)	Standing Member
Department Chair (Basic) or delegate	April 2022 – March 2025
Department Chair (Clinical) or delegate	April 2022 – March 2024
Dentistry	April 2022 – March 2025
Academic Department Manager	April 2022 – March 2024
Support Staff (NASA staff member) 1	April 2022 – March 2025
Support Staff (NASA staff member) 2	April 2022 – March 2024
Graduate Student	April 2022 – March 2024
Member at Large (1)	April 2022 – March 2025
Member at Large (2)	April 2022 – March 2024

See Appendix 1 for list of current representatives

4.0 Committee Responsibilities

All committee members, with the exception of those noted as non-voting, can vote.

Committee

Support the development of a robust health and safety culture through the following:

- Lead the implementation of the U of A Health, Safety, and Environment Management System (HSEMS) for the represented department.
- Identify opportunities for and recommend health, safety, and environment initiatives.
- Communicate the annual departmental health, safety, and environment goals and plans to HSESAC.
- Promote and encourage participation in environment, health and safety initiatives.
- Make recommendations to senior administrators on how to resolve health, safety, and environment concerns.
- Provide advice, information and assistance to unit health, safety, and environment committees as required.
- Review Terms of Reference once per year.

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

- Appointed by the committee chair
- Take and distribute meeting agendas and minutes.
- Maintain committee records at the department level ensuring compliance with the Records Management Policy and procedures.

5.0 Meeting Framework

Frequency

- Committee meetings will be scheduled monthly at a predetermined time and location. Meeting frequency is determined by level of risk.

Health, Safety, and Environment Committee Faculty of Medicine & Dentistry Terms of Reference

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 7 days prior to the meeting.

Minutes

- Prepared by the committee recorder
- Distributed 7 days after the committee meeting
- Meeting minutes will be retained within the faculty

Health, Safety, and Environment Committee Faculty of Medicine & Dentistry Terms of Reference

Appendix 1. Representatives as of June 3, 2022

POSITION / REPRESENTATIVE	MEMBER	TERM
Deputy Faculty General Manager Committee Chair	Taniya Birbeck Office of the Dean	Standing Member
Vice-Dean, Research (Basic)	Richard Lehner Office of Research	Standing Member
Director, Core Research Facilities	Wendy Magee Office of Research	Standing Member
Director, Facility Planning and Projects	Jon O'Hara Office of the Dean	Standing Member
Biocontainment Supervisor (Level 3 & HSLAS)	Megan Desaulniers Office of Research	Standing Member
Health, Safety and Environment Representative (Non-voting)	Dan Dragon Human Resources, Health, Safety and Environment	Standing Member
Executive Assistant Committee Recorder (Non-voting)	Melanie Deslauriers Office of the Dean	Standing Member
Department Chair (Basic) or delegate	VACANT	June 2022 – March 2025
Department Chair (Clinical) or delegate	VACANT	June 2022 – March 2024
Dentistry	Suzanne Roy Department of Dentistry	April 2022 – March 2025
Academic Department Manager	Gonzalo Villas Department of Medical Microbiology & Immunology Department of Biochemistry	April 2022 – March 2024

**Health, Safety, and Environment Committee
Faculty of Medicine & Dentistry
Terms of Reference**

Support Staff - NASA staff member (1)	Mikhaila Skehor Undergraduate Medical Education	June 2022 – March 2025
Support Staff - NASA staff member (2)	Deborah Adeniji Department of Medicine	June 2022 – March 2024
Graduate Student	Yongneng Zhang Department of Medicine	June 2022 – March 2024
Member at Large (1)	Stephanie Russell Department of Laboratory Medicine & Pathology Department of Ophthalmology & Visual Sciences Department of Obstetrics & Gynecology Department of Psychiatry	June 2022 – March 2025
Member at Large (2)	Karen Matejka Department of Laboratory Medicine & Pathology	April 2022 – March 2024