## Terms of Reference

MacMillan Health and Safety Committee

<table>
<thead>
<tr>
<th>Date last Updated</th>
<th>May 31, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Pedro Aloise</td>
</tr>
</tbody>
</table>

### 1.0 Purpose
To review and implement issues dealing with the health and safety of faculty, staff and students within MacMillan building (FNH and the Farm have their own committees)

### 2.0 Objectives
To maintain a high level of safety and security for all employees and students in accordance with standards set down by the University and Risk Management as well as all internal policies and guidelines. This includes: chemical, biological and radiation safety building security and other related issues as required.

### 2.0 Membership
- Pedro Aloise (Chair)
- Martin Hilmer (co-chair)
- Melina Biron
- Sylvia Leung
- Sandra Brown
- Wayne Tamagi (First aid attendant)
- Imelda Cheung
- Patrick Pow (student rep)
- Natalie Lim
- Katarina Neufeld
- Glen Healy

### 4.0 Procedures
Process: Items are received from various sources including Risk Management, WCB and within the Faculty. These issues are included on upcoming agendas for discuss and action. Agendas also include outstanding items from previous meetings to ensure follow up and completion. For some situations sub-committees are formed to deal with the problem.
Decision Making: Decisions are made through general consensus. This process also includes assigning the topic in question to a member(s) of the committee to action and report back to the committee at the next meeting.

Minutes and Agendas: Minutes are recorded at the meeting and copies sent to all members, Risk Management and Barbara Hsiao. The agenda is drafted by the chair and sent to all members prior to any scheduled meeting.

5.0 Meetings

Currently meetings are held every quarter with ad hoc meetings as needed. The committee is looking at eventually establishing a monthly meeting schedule.