



Canadian Light Source Inc.

Board of Directors

Health Safety & Environment Committee

Terms of Reference

0.13.1.14 Rev. 0

Date: 2006-09-26

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The HSE Committee Terms of Reference were approved at a meeting of the CLSI Board of Directors HSE Committee on October 18, 2006.

Revision History

<i>Revision</i>	<i>Date</i>	<i>Description</i>	<i>Author</i>
A	2005-11-01	Original Draft Note: HSEAC Committee (11.13.1.1) replaced by Board HSE Committee, as approved at the CLSI Board of Directors' Meeting November 2005.	Beryl Lepage
B	2006-01-05	Put into CLS Format	Erin Dolter
0	2006-10-18	Issued for use	Beryl Lepage

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1.0 SCOPE/PURPOSE

The purpose of the Health Safety and Environment (HSE) Committee is to provide oversight for health, safety and environment matters, including oversight of regulatory compliance.

2.0 AUTHORITY

The HSE Committee has the authority to conduct or authorize investigations into any matters related to health, safety and environment.

The Committee makes recommendation to the Board, but has authority to retain services necessary to assist in the assessment of health, safety & environmental issues.

3.0 MEMBERSHIP

The HSE Committee includes at least three members and not more than five members of the Board of Directors. The CLS HSE Manager is an ex-officio (non-voting) member of the committee.

3.1 INDEPENDENCE AND EXPERTISE

Members will have experience with health, safety and environment issues, including familiarity with regulatory requirements, including the requirements of the CNSC.

A representative of the University of Saskatchewan may be present at the meetings. The co-chairs of the CLS Occupational Health & Safety Committee may attend meetings if required.

3.2 TERM OF OFFICE

Membership will be for a three year term, renewable for no more than one term. To ensure continuity, terms will be staggered with typically one seat filled each year, as appropriate. Any member may be removed or replaced at any time and shall cease to be a member of the Committee upon ceasing to be a Director.

The Committee reserves the right to remove or replace members of the committee, as deemed necessary.

3.3 COMMITTEE CHAIR

The Chair will be a Director appointed by the Board other than the CLSI Executive Director.

3.4 COMMITTEE SECRETARY

The Corporate Secretary will appoint a secretary to the HSE Committee. The Manager of Health Safety and Environment will act as a resource to the Committee.

4.0 PROCEDURES

4.1 MEETINGS

i. Schedule of Meetings

The HSE Committee will meet as required, but not less than twice a year.

ii. Quorum

No business may be transacted by the Committee except at a meeting of its members at which a quorum is present. A majority of members constitutes a quorum.

iii. Meeting Format and Agenda

The standard meeting procedures are noted below:

- a. Meetings may be held in person, by video conference, telephone, or electronic network.
- b. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials.
- c. Minutes will be prepared.

iv. Meeting Attendance

The Committee may invite other officers, directors, CLSI employees or outside resources as it sees fit from time to time. The Committee has the right to determine who shall and shall not be present at any part of the meeting.

4.2 REPORTING

All recommendations, directions, decisions and resolutions of the Committee shall be recorded by the Secretary in the minutes of the meetings of the Committee; such minutes will be circulated to the members of the Committee prior to the next meeting. The deliberations of the Committee will be confidential to the extent legally possible.

The Committee advice to the Board will be in the form of written reports containing recommendations on matters addressed by the Committee. The report will be submitted at the Board meeting following the Committee meeting. The Board of Directors will have the final authority to accept or reject the recommendations of the Committee.

5.0 ROLES AND RESPONSIBILITIES

This Committee reviews all matters related to Health Safety and Environment at CLSI. The Committee is responsible to ensure compliance with related government statutes, regulations, guidelines and other contractual arrangements.

Other roles and responsibilities of the Committee include the following:

- a. To promote and advocate the CLSI Health, Safety and Environmental Management System.

- b. To review and recommend HSE policies proposed by CLSI management.
- c. To review instances of reportable occurrences and non-compliance of regulatory requirements, license conditions, or CLSI policies by CLSI employees, synchrotron research users, UofS employees and visitors.
- d. To make recommendations to the CLSI Board of Directors on actions deemed necessary and appropriate to meet all HSE regulatory requirements.
- e. To review the operations of the CLS Occupational Health and Safety Committee to ensure that it is functioning according to legal requirements.
- f. To review reports of accidents and occupational health and recommend programs to address occupational illness and injury.
- g. To address health safety and environmental issues that cannot be addressed or resolved by the CLS Occupational Health and Safety Committee.
- h. To review reports of inspections and audits conducted by the Canadian Nuclear Safety Commission, University of Saskatchewan, and any other external HSE bodies.
- i. To review regulatory compliance reports.