

JOINT HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

1. Name of health and safety Committee – School Name: _____

Year			
Name	Representing:	I authorize that I have read and acknowledge this Terms of Reference (Signature)	Date:
	Administration		
	CUPE 947		
	CUPE 382		
	GVTA		
	Alternative:		
	Alternative:		
	Alternative:		

2. Purpose of the Committee

It is a joint committee made up of worker and employer [in this document 'employer' is first the Principal and then Human Resource Services, District Occupational Health & Safety (OHS) Advisor] representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety and health program in the place of employment.

3. Duties and Functions of the Committee (as per WCA 130):

- (a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- (b) Consider and expeditiously deal with complaints relating to the health and safety of workers.
- (c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- (d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers.
- (e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the regulations, and monitor their effectiveness.
- (f) Advise the employer on programs and policies required under the regulations for the workplace and monitor their effectiveness.
- (g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- (h) Ensure that incident investigations and regular inspections are carried out as required by regulation.
- (i) Participate in inspections, investigations and inquiries as provided by regulation.
- (j) When necessary, request information from the employer about:
 - (i) Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
 - (ii) Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- (k) Carry out any other duties and functions prescribed by regulation.

4. Records

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least two (2) years from the date of the joint health and safety committee meeting to which they relate. (Note first aid records should be kept for at least 10 years; education and training related records should be kept for at least three (3) years after the training session).

5. Meetings:

- (a) The committee will meet monthly on the (_____) working day of each month. **Meetings are not optional, they MUST be held each month.**
- (b) Special meetings, if required, will be held at the call of the co-chairs.

- (c) A quorum shall consist of a majority of members (see # 7 for more info.).

6. Agendas and Meeting Reports:

- (a) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- (b) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, Joint Health and Safety Committee members and workers. Upon request copies will be provided to WorkSafeBC.
- (c) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible.
- (d) Copies of the minutes for JOHS committees will be sent to the District OHS Advisor who will then bring the minutes to the District Health and Safety Committee on a monthly basis. The District OHS Advisor will also bring in inspections, Violent Incident Report/Tallies, Orders and other documentation as necessary for review by the DOHS committee.

7. Composition of the Committee:

- (a) The committee shall consist of at least four (4) voting members.
- (b) One worker representative will be elected or appointed from each of the following areas or unions; Administration, CUPE 382, CUPE 947 & GVTA.
- (c) At least half the members must be worker representatives, to ensure a quorum.

8. Co-chairs:

- a) The committee will consist of two co-chairs.
- b) The worker representatives shall elect a co-chair from the worker representative on the committee.
- c) The employer representative shall be the employer co-chair.
- d) The co-chairs shall **share** the following responsibilities:
 - I. Report Committee membership to the District OHS Advisor in Human Resource Services – cmerner@sd61.bc.ca
 - II. Facilitate meetings in order to keep on task.
 - III. Ensure the maintenance of an unbiased viewpoint.
 - IV. Arrange and prepare the meeting agendas.
 - V. Review previous meeting reports and material prior to the meetings.
 - VI. Arrange for the meeting place.
 - VII. Notify members of meetings.
 - VIII. Prepare meeting reports.

- IX. Forward a copy of JOHS meeting minutes and inspections to the employer for distribution.
- X. Prepare recommendation(s) and forward to the employer for a response.
- XI. Prepare all correspondence.
- XII. Post minutes for the last 3 months for workers to view.

9. Terms of Office:

- (a) Committee members will sit on the committee for a period of time appropriate to the location that encourages a balance between new members and more experienced members.
- (b) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- (c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- (d) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

10. Recommendations to the Employer will Meet These Guidelines:

Please refer to JOHS Recommendation Form to make recommendations to the employer. Please ensure the recommendations are,

- (a) Directly related to health and safety.
- (b) Doable (reasonably capable of being done).
- (c) Complete (employer will not need more information to make a decision).

If the site JOHS needs assistance with recommendations they can consult with the District OHS Advisor and/or DOHS Committee to aid in determining the best solution.

11. Assistance in resolving disagreements within committee

If the JOHS Committee is unable to reach an agreement relating to health and safety of workers, a co-chair can report this to the District OHS Advisor. If no resolution is achieved and the JOHS committee is unable to reach an agreement, a co-chair of the committee can report this to WorkSafeBC.

12. Workplace Incident Statistics

Each month the site based JOHS committee will tally all workplace incidents using the Workplace Incident Tracker. This will help the committee identify trends and take corrective action to aid in improving workplace health and safety.

13. Training

Section 135 of the *Workers Compensation Act* states:

Each member of a joint committee is entitled to an annual educational leave totalling 8 hours for the purposes of attending occupational health and safety training courses conducted by or with the approval of the Board. The employer must provide the educational leave under this section without loss of pay or other benefits.

As per WorkSafeBC's Policy D4-135-1, when JOHS committee members are looking at when and what courses to attend the committee should follow the following process:

1. An individual member will bring his or her request to the committee.
2. If the committee agrees, the committee will forward the request to the employer.
3. If the committee does not agree, or is unable to come to a decision within a reasonable time, the individual member may forward the request to the employer.
4. Upon receiving a request from either the committee or the individual member, the employer will make its decision within a reasonable time. Permission must not be unreasonably denied.

Please note, if the request is time sensitive the member can contact the committee members prior to the next JOHS meeting and once agreed upon they can forward the request to the employer.

If a member of the committee considers that the employer is not allowing the member the leave to which he or she is entitled, the member may, after following the above process, complain to the Board (WorkSafeBC).

14. Amendments

If amendments to the terms of reference need to be made requested changes must be submitted to the District OHS Advisor who will review with the DOHS Committee for approval prior to changes being formalized. Please note, legislative requirements must not be changed.

Return completed terms of reference to District OHS Advisor in Human Resource Services – cmerner@sd61.bc.ca.