



Vancouver Island West School District 84  
**OCCUPATIONAL HEALTH & SAFETY PROGRAM**

## **SECTION C**

# **JOINT OH&S COMMITTEES**

	<u>Page</u>
<b>Introduction</b>	1
Purpose	
Scope	
<b>Roles and Responsibilities</b>	1
Role of the Joint Occupational Health & Safety Committee	
Joint Occupational Health & Safety Committee Responsibilities	
Role of the Co-Chairpersons	
Co-Chairpersons' Responsibilities	
<b>Terms of Reference</b>	2
<b>Membership, Selection and Education</b>	3
Joint Occupational Health & Safety Committee	
Selection of Members	
Education of Members	
<b>Meeting Structure</b>	
Joint OH&S Committee Meeting	
Agenda	
Minutes	
<b>Information and Support</b>	
Documentation	
Posting of Information	
Obligations to Joint OH&S Committee Members	
<b>APPENDIX 1</b>	
<b>Terms of Reference – District Occupational Health and Safety Committee</b>	
<b>APPENDIX 2</b>	
<b>Terms of Reference – Joint Occupational Health and Safety Committees</b>	
Ray Watkins Elementary School and Gold River Secondary School	
<b>APPENDIX 3</b>	
<b>Terms of Reference – Occupational Health and Safety Representatives</b>	
<b>APPENDIX 4</b>	
<b>OH&amp;S Committee Meeting Minutes</b>	



Vancouver Island West School District 84  
**OCCUPATIONAL HEALTH & SAFETY PROGRAM**

**SECTION C**

**JOINT OH&S COMMITTEES**

**INTRODUCTION**

**Purpose**

The purpose and function of the site OH&S Committee (or Safety Representative) is to create and maintain interest in health and safety issues and thereby assist in reducing incidents. While the District is ultimately responsible for the overall Occupational Health & Safety Program, the Committee (or Safety Rep) is responsible for identifying and recommending solutions to problems. The individual employee has a responsibility to report problems to his/her Supervisor or a member of the Committee (or Safety Rep).

**Scope**

The Committee aids and advises both management and employees on matters of health and safety pertaining to the operation of the school or site. The Committee performs essential monitoring of activities as well as investigative and educational information.

**ROLES AND RESPONSIBILITIES** *(See also Terms of Reference)*

**Role of the Joint Occupational Health & Safety Committee**

The Joint OH&S Committee is a Committee made up of labour and management representatives working together to identify and resolve health and safety problems in the workplace. The Committee must operate in an atmosphere of co-operation and be effective in promoting and monitoring a sound and effective safety and health program.

**Joint Occupational Health & Safety Committee Responsibilities**

**1. Duties and Functions of the Committee**

- 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 and compliance with the regulations, and monitor their effectiveness;
- 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.

In addition, Committee members shall:

- actively participate, promote and evaluate safety and training program(s);
- conduct regular inspection of facilities and equipment to detect unsafe conditions and/or practices;
- review circumstances and causes of incidents and injuries, and also suggest recommendations for corrective/preventive measures;
- assisting with the implementation of recommended corrective/preventive measures;
- listen to and solicit suggestions from, employees and make appropriate recommendations;
- promote compliance of health and safety legislation;
- carry out any other duties and functions prescribed by regulation.

## 2. Role of the Co-Chairpersons

The Co-Chairpersons must have leadership qualities, confidence and respect of the members. One Co-Chairperson is to be selected by the labor representatives and the other is to be selected by the employer representatives on the Joint OH&S Committee.

## 3. Co-Chairpersons' Responsibilities

- to actively monitor and control the meeting;
- encourage and maintain an unbiased viewpoint;
- actively listen to all members and set and arrange the agenda;
- review the previous minutes and material for accuracy;
- to actively work together with committee members on the preparation of the agenda;
- record, document, and maintain a file of committee activities;
- circulate and post the committee minutes for members and the work force;
- ensure all committee members are notified prior to committee activities and meetings.

## TERMS OF REFERENCE

Terms of reference should include the following:

- name of health and safety committee
- constituency (scope of representation)
- a statement of committee purpose
- duties and functions
- records
- meetings (frequency, special meetings, quorum, new committee procedures)
- agendas and meeting report
- composition (number of members, selection procedures, alternates)
- co-chairs
- terms of office
- recommendations (guidelines)
- assistance in resolving disagreements
- amendments

**Note:** Terms of Reference for specific worksites are at the end of this section.

## **MEMBERSHIP, SELECTION AND EDUCATION**

### **Joint Occupational Health & Safety Committee**

The selection and membership of the Joint Committee must have:

- at least four (4) regular members, employed by the School District and experienced in the type of work carried out by the organization;
- members chosen must represent the employees and management, but in no case may the management's representatives out-number those of the workers;
- co-chairperson(s) will be elected from and by the members of the Joint Committee;
- the Committee will meet every month as per schedule.

### **Selection of Members**

- Members shall be elected to the committees in a manner acceptable to the workers.
- Worker representatives may not exercise managerial functions at the workplace.
- The employer maintains the right to appoint worker members to the committee if the workers fail to elect one.
- Representatives shall be elected for a minimum of one year.

### **Education of Members**

- Members shall receive a minimum 8 hours of safety committee training per year of membership.
- Members shall provide the employer with a request for training, specifying the training they feel would enhance their abilities to serve the committee.
- Training shall be provided at no cost to the worker.

## **MEETING STRUCTURE**

### **Joint OH&S Committee Meeting**

The meeting is to provide positive participation and co-operation by the management and worker representatives in the coordination of health and safety efforts. Activities that generate items for consideration are facility, equipment and vehicle inspections, investigations of incidents, workplace hazards or dangers, investigations of worker(s) complaints, consultations and technical experts, and the planning of future elements of the Health and Safety Program.

The Joint Safety Committee must hold regular meetings at least once a month for the review of:

- reports of current incidents or occupational diseases, their causes and means of prevention;
- remedial action taken or required by the reports of investigations and inspections;
- any other matters pertinent to safety and health;

There must be at least four members of the Joint Safety Committee present, and management will not outnumber those of workers.

### **Agenda**

Meetings should be scheduled in advance and schedules adhered to. In addition:

- day and time should be as convenient as possible;
- meetings should not be after working hours;
- all members need to be in attendance for meeting to be effective;
- time for meetings can vary, depending upon the organization's needs. Larger or complicated work groups may need more time than a smaller less complicated work group.

Each meeting should have an agenda. A time limitation should be set for each agenda item. Examples are:

- Consideration of unfinished business;
- Review of accidents and trend analysis;
- Reports on special projects;

- Reports on inspections performed;
- Presentation of new business;
- Discussion of suggestions or feedback.

\***Note:** The Joint OH&S Committee will only focus on health and safety issues; labor issues (for example, issues involving compensation, incentives, specific job assignments, and discipline) must be avoided.

### **Minutes**

The record of the meeting minutes shall be in a format that is acceptable to the Joint OH&S Committee and WorkSafeBC. These minutes will be posted at the worksite for all staff to review, kept on file at the worksite and a copy forwarded to the Human Resources Administrator.

## **INFORMATION AND SUPPORT**

### **Documentation**

The following documentation must be maintained:

- Joint OH&S Committee agenda;
- Joint OH&S Committee meeting records;
- Joint OH&S Committee Inspection Reports and follow-up corrective action;
- Joint OH&S Committee Members Training records;
- All records to be filed in the School Board Office filing system for a minimum of two (2) years.

### **Posting of Information**

All Principals will ensure that at each school, and in a location where staff regularly meet, the following information will be posted and maintained:

- The names and work locations of the joint safety committee members;
- The reports of the three (3) most recent joint committee meetings; and,
- Copies of any applicable orders under WorkSafeBC for the proceeding twelve (12) months.

### **Obligations to Joint OH&S Committee Members**

School District 84 will provide the following support to the Joint OH&S Committee:

- Each member of the committee will be expected to participate in at least eight (8) hours of occupational health and safety training courses annually;
- Provide and organize the educational leave costs of the training course and reasonable costs of attending the course;
- Provide the Joint OH&S Committee with the equipment, premises and clerical personnel necessary for the carrying out of its duties and functions; and,
- Provide the Committee with information respecting health and safety hazards, work practices standards, and any other matter prescribed by regulation.

## TERMS OF REFERENCE

### DISTRICT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

#### **Name of Health and Safety Committee**

The Committee shall be known as the "District Occupational Health and Safety Committee" for Vancouver Island West School District 84.

#### **Constituency**

The employees represented by the Committee include all excluded staff, all Vancouver Island West Teachers' Union members, all Canadian Union of Public Employees Local 2769 members, and all non-certified persons on call.

#### **Purpose of the Committee**

The Committee is made up of worker and employer representatives from each worksite, consulting in a cooperative spirit to identify and resolve health and safety problems in support of the Occupational Health and Safety Program in Vancouver Island West School District 84.

#### **Functions of the Committee**

1. Make and review recommendations for the establishment and enforcement of health and safety policies and practices.
2. Promote health and safety programs for the education and information of Vancouver Island West School District 84 employees.
3. Review accident, incident and investigation reports (causes and prevention), accident trends, and records and statistics for the determination of necessary courses of action to prevent future injuries and occupational diseases.
4. Participate in an annual review of the safety programs in place in the District.
5. Consider and, where necessary, investigate complaints respecting health and safety of employees at worksites, and, where necessary, make recommendations to the Board of School Education.
6. Establish and maintain strong communication between the District Committee members, the worksite Occupational Health and Safety Committee members and/or safety representatives, and the Board of School Education.
7. Perform any other duties that a WorkSafe BC Officer may assign to the Committee.

#### **Records**

The District Occupational Health and Safety Committee will keep accurate records of all matters that come before it.

#### **Meetings**

1. The Committee will be co-chaired by an employer and a worker representative, and will meet at least once annually.
2. Special meetings, if required, will be held at the call of the chairperson.
3. A quorum shall consist of representatives of each of the employer, the Vancouver Island West Teachers' Union and CUPE Local 2769.
4. The Committee will add procedures it considers necessary for the meetings.

## **Agendas and Minutes**

1. An agenda will be prepared under the direction of the co-chairpersons and distributed to Committee members prior to the meeting.
2. Minutes will be prepared as soon as possible after the meeting and copied for the Board of Education, the Superintendent of Schools/Secretary-Treasurer, the Committee members, and posted at each worksite

## TERMS OF REFERENCE

### **JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES**

#### **Ray Watkins Elementary School and Gold River Secondary School**

There are two Joint Occupational Health and Safety Committees in School District 84: one which represents Ray Watkins Elementary School and one which represents Gold River Secondary School.

#### **Constituency**

Each Committee will consist of four members representing the workers and the employer, with at least half the members being worker representatives. It must have two co-chairs, one selected by the worker representatives and the other being the Principal or designate.

#### **Purpose of the Joint Committees**

Each Committee is made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve health and safety problems in support of the Occupational Health and Safety Program in Ray Watkins Elementary School and Gold River Secondary School.

#### **Functions of Each Committee**

1. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
2. Consider and expeditiously deal with complaints relating to the health and safety of workers.
3. Consult with employees and the employer on issues related to occupational health and safety and occupational environment.
4. Make recommendations to the employer and the employees for the improvement of the occupational health and safety of employees and compliance with the regulations, and monitor their effectiveness.
5. Make recommendations to the employer on educational programs promoting the health and safety of employees and compliance with the regulations, and monitor their effectiveness.
6. Advise the employer on programs and policies required under the regulations for the workplace and monitor their effectiveness.
7. Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of employees.
8. Ensure that incident investigations and regular inspections are carried out as required by regulation.
9. Participate in inspections, investigations and inquiries as provided by regulation.
10. When necessary, request information from the employer about:
  - a. known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
  - b. health and safety experience and work practices and standards in similar or other locations of which the employer has knowledge.
11. Carry out any other duties and functions prescribed by regulation.



## **Records**

Each Committee will keep accurate records of all matters that come before it. Each Committee will maintain copies of its minutes for a period of at least two years from the date of the Occupational Health and Safety Committee meeting to which they relate, with the exception of the following:

- first aid records must be kept for at least 10 years at the District Office;
- education and training related records should be kept at the District Office for at least three years after the training session.

## **Meetings**

1. Each Committee will meet regularly at least once each month.
2. Each Committee must establish its own rules of procedure, including rules respecting how it is to perform its duties and functions.
3. A report of the meeting will be prepared as soon as possible after the meeting and copied for the Committee members, the employer (District Office), the employees, and posted at each worksite.

## **Terms of Office**

1. Committee members will sit on the Committee for a minimum of one year.
2. If a member of the Committee, chosen by the employees, is unable to complete the term of office, the employees will choose another member.
3. If a member of the Committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
4. All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

## **Recommendations to the Employer**

Recommendations will be:

- directly related to health and safety;
- reasonably capable of being done;
- complete (i.e. employer will not need more information to make a decision).

## **Assistance in Resolving Disagreements Within Committee**

If a Joint Occupational Health and Safety Committee is unable to reach agreement on a matter relating to the health and safety of employees at the workplace, a co-chairperson of the Committee will report this to the District Office. If the District Office is unable to resolve the disagreement, the employer will contact the WorkSafeBC, which may investigate and attempt to resolve the matter.

## TERMS OF REFERENCE

### **OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES**

An Occupational Health and Safety Representative is required in each workplace where there are more than nine but fewer than 20 employees regularly employed:

- Captain Meares Elementary Secondary School
- Kyuquot Elementary Secondary School
- School District Office/Operations Department
- Zeballos Elementary Secondary School

The Occupational Health and Safety Representative must be selected from among the employees at the workplace who do not exercise managerial functions at that workplace.

To the extent practicable, the Occupational Health and Safety Representative works together with his/her Supervisor to:

1. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
2. Consider and expeditiously deal with complaints relating to the health and safety of workers.
3. Consult with employees and the employer on issues related to occupational health and safety and occupational environment.
4. Make recommendations to the employer and the employees for the improvement of the occupational health and safety of employees and compliance with the regulations, and monitor their effectiveness.
5. Make recommendations to the employer on educational programs promoting the health and safety of employees and compliance with the regulations, and monitor their effectiveness.
6. Advise the employer on programs and policies required under the regulations for the workplace and monitor their effectiveness.
7. Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of employees.
8. Ensure that incident investigations and regular inspections are carried out as required by regulation, and participate in such inspections, investigations and inquiries as provided by regulation.
9. When necessary, request information from the employer about:
  - a. known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
  - b. health and safety experience and work practices and standards in similar or other locations of which the employer has knowledge.
10. Carry out any other duties and functions prescribed by regulation.

#### **Records**

Accurate records of all matters that are brought to the attention of the OH&S Representative and the Supervisor will be maintained at the worksite for a period of at least two years, with the exception of the following:

- First aid records must be kept for at least 10 years at the District Office;
- Education and training records should be kept at the District Office for at least three years after the training session.

All reports of inspections and safety issues are to be distributed to employees and posted at each worksite. A copy is to be forwarded to the Human Resources Administrator for distribution to the Superintendent of Schools/Secretary-Treasurer and the Operations Supervisor.

### **Term of Office**

1. The Occupational Health and Safety Representative shall represent the workplace for a minimum of one year.
2. If the Representative is unable to complete the term of office, the non-managerial employees will choose another member.

### **Recommendations to the Employer**

Recommendations will be:

- directly related to health and safety;
- reasonably capable of being done;
- complete (i.e. employer will not need more information to make a decision).

### **Assistance in Resolving Disagreements**

If the Occupational Health and Safety Representative is unable to reach an agreement with the employer on a matter relating to the health and safety of employees at the workplace, WorkSafeBC will be contacted to investigate and attempt to resolve the matter.

## OH&S COMMITTEE MEETING MINUTES

**Date of Meeting:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Present:** *Four attendees required: List Name, Job Title, Worker Rep or Employer Rep:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Chairperson:** \_\_\_\_\_ **Secretary:** \_\_\_\_\_

**Meeting Called to Order:**

**Approval of Agenda:**

**Unfinished Business:** *Review any prior action items for progress or completion, or any other unfinished business. Be sure to record. If none, then state "none".*

**Review of Incidents/Injuries Investigations:** *Make note of exact discussion around this, including who was presenting this and what was discussed. Make sure you review the "causes" of the injury as well as the actions taken to prevent any future injury. The actions taken must be assigned to a person or persons for completion of these items and must have a timeline for completion. The committee is to review whether or not the actions have been taken as detailed on the investigation. This must all be documented to ensure WSBC knows there was a discussion about this including what was said by all.*

*If none, then state "none"*

**Review of accident/incident statistics:** *Review injury statistics – number of First Aids, number of Medical Aids and number of lost times. Ensure details of the date, job title, cause, body part injured, type of injury (sprain & strain, cut, abrasion, fracture, etc.), department where this occurred. Make note of exact discussion around this, including who was presenting this and what was discussed.*

*If safe as last month's because no additional injuries, then state this.*

**Review of Inspection Results:** *Attach the inspection checklist to the minutes. Ensure a detailed description of what was discussed is put into the minutes. People who ask questions to clarify information on the checklist should be recognized by showing their inquiry on the minutes of the meeting. Include any "Find A Hazard" reports that have been submitted.*

**Training:** *The committee should discuss the training needs of the employees and themselves as a committee and any upcoming training that is planned.*

**Discussion Items:** *If not already addressed under "Unfinished Business", this is where ongoing business items should be placed. If there are any outstanding items, the Committee must determine who will look into why the item is outstanding from the last month's report/minutes, and a timeline for completion. If the Committee is running into difficulty in getting answers to the questions they have, or getting resolution to the action item, it must be referred to the District Committee for resolution.*

*This discussion must be documented in the minutes.*

**NOTE:** *Any "new business" should not arise at the meeting but people should be made aware of the "new business items" when an agenda is issued prior to the meeting being held (at least three days in advance of the meeting), to give people time to prepare for that particular agenda item.*

**Date of Next Meeting:**

**Time Meeting Adjourned:**

**NOTE:** *Post minutes at worksite. Keep copy on file. Send copy to Human Resources Administrator.*