

ADDENDUM

No. B.12

Addendum to **HEALTH AND SAFETY POLICY**

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JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

There is one Joint Occupational Health and Safety Committee in School District 84: which represents Ray Watkins Elementary School.

Constituency

The 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 Committee

The 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 at Ray Watkins Elementary School.

Functions of the 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.

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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

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 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. The Committee will meet regularly at least once each month.
2. The 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 the 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.