

ADDENDUM

No. B.12

Addendum to **HEALTH AND SAFETY POLICY**

Amended: 01-03-12
Amended: 10-01-12
Reviewed: 11-11-08
Reviewed: 13-01-08
Reviewed: 14-01-13
Reviewed: 15-01-12
Reviewed: 15-10-13
Reviewed: 16-10-11
Reviewed: 19-01-14
Reviewed: 21-01-11

DISTRICT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

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 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 Education.
7. Perform any other duties that a WorkSafeBC Officer may assign to the Committee.

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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.