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## HEALTH & SAFETY COMMITTEE

Our company recognizes the importance of having effective Joint Occupational Health & Safety Committees (Safety Committee). Establishment of a Safety Committee is also a legal requirement under OH&S. An effective Safety Committee is an integral part of ensuring a safe and healthy workplace. We will establish a Safety Committee at each workplace where the total number of workers (all trades) exceeds twenty. In locations where there are less than 20 workers, and more than nine workers, a Worker Safety Representative will be appointed as an advocate for worker health & safety issues.

### Safety Committee Guidelines

The Safety Committee is a medium for workers and management to communicate and exchange information on health and safety matters. The Safety Committee's purpose is to assist in creating and maintaining a safe place of work. Accomplished this through recommending actions for improving the effectiveness of the HSE program and promoting compliance with the program and regulatory requirements. The Safety Committee consists of management and worker representatives who are directly involved in site operations. The Safety Committee acts primarily in an advisory capacity and has the ability to make recommendations to management. Management is required to respond to written recommendations if the Safety Committee asks for a response.

### Safety Committee Duties

The Safety Committee will:

Participate in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site.

Consult with workers and the employer on issues related to occupational health and safety and the occupational environment

Development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures.

Make recommendations to the employer on educational/monitor programs promoting the health and safety of workers and monitor their effectiveness.

Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers

Ensure completion of incident investigations and regular inspections as required by the regulations. A joint work site health & safety committee must perform inspections at the work site at least once before each regular meeting of the committee

Participate in inspections and investigations

Cooperation with an officer(s) exercising duties under the OH&S Act, regulation and Code.

Hold Quarterly During the construction season (or more frequent) meetings to review:

Reports of current incidents or occupational diseases, their causes & means of prevention

Action taken or required by reports of investigations and inspections

Any other health and safety matters

Record proceedings of meetings (meeting minutes)

Post copies of the meeting minutes in locations where personnel can review the meeting minutes

Forward copies of the meeting minutes to:

Superintendents

Safety Advisors/Managers

Operation Managers

Committee members

## Membership of joint health and safety committee

The Committee will consist of at least 4 persons, of whom at least half represent workers who are not associated with management of the work site. There is to be 2 Co-Chairs established; one chosen by the workers and the other chosen by the employer.

Members of the joint health and safety committee hold office for a term of not less than one year and may continue to hold office until their successors are selected or appointed. Worker members of the joint H & S committee must be elected or selected by workers

### Joint Health & Safety Committee members shall consist of: (minimum standard)

- Workers 2 members
- Office 1 member
- Management 1 member
- Shop 1 member

## Selection and Duties of Co-Chairs

The committee must elect two Co-Chairs from its members with management representing one position and a worker representing the other. The management Co-Chair is to be selected from the Safety Committee management members, and the worker Co-Chair from the worker members.

The Co-Chairs have the following duties:

Planning the meeting topics and prepare a meeting agenda.

Controlling the direction of the meeting but not the discussion.

Work to obtain agreement in order to bring issues to a conclusion.

Ensuring that every item on the agenda receives attention. This may mean referring a matter for further consideration if conclusion was not reached.

Bringing to a close any discussion that is not getting anywhere and move to the next item, deferring the discussion to the next meeting if necessary, or referring the matter to another forum for resolution.

Preventing confrontations between members. Calling a brief recess during which mediation attempts necessitated may be required.

Preparing, posting and distributing meeting notices and minutes, and maintaining meeting records within 7 days of the meeting.

Compiling materials for meeting discussion.

Notifying members of time and place of meetings.

### Substitutes

Each safety committee will decide whether to use member substitutes, and whether to grant them the full rights and authority of the members they replace. Vacation, sick leave, time away from work due to injury, and jobsite and personal commitments are good reasons to allow substitute member.

## Education of Safety Committee Members

The previous experience and training that Safety Committee members bring to the Committee will vary. In some instance, the experience will be extensive, and the Safety Committee will function effectively. There may be other instances where Safety Committee members feel that further education in the duties and functions of a Safety Committee would be beneficial. In these instances, management is required to provide the Safety Committee members the opportunity for up to eight paid hours of Safety Committee education from a recognized agency. Training will be coordinated through the Safety Manager.

## Conducting the Meeting

1. At the first meeting members are to elect the Co-Chairs and prepare and issue the *Safety Committee Terms of Reference* provided in this section of the manual. The members are to adopt the terms of reference as is or amend and adopt the terms of reference.
2. Members should prepare for the meeting by being aware of, and prepared for, what is on the agenda.
3. Committee meetings should work by consensus to recommend solutions rather than deciding matters by majority vote.
4. Committee meetings are not required to follow Robert's Rules of Order or other formal meeting structures requiring motions, amendments and votes on each motion. None-the-less, meetings must be conducted in an orderly manner with a means to bring issues to resolution. The Safety Committee meetings should generally proceed as follows:

An agenda item is presented

A discussion follows to ensure all members understand the issue

Members discuss solutions in an effort to find the best

The Co-Chair running the meeting states the consensus of the committee and summarizes recommendations, decisions and assignments

5. Meetings should start on time without waiting for late arrivals.
6. The agenda followed, and each issue dealt with in a timely manner.
7. The meeting should adjourn on a positive note.

## **SAFETY COMMITTEE TERMS OF REFERENCE [DRAFT]**

[These Safety Committee Terms of Reference are to be entitled “draft” until such time as they are approved and accepted by the Safety Committee.]

### **Constituency**

The committee will consist of:

- Management and worker site representatives with the management representatives not exceeding the number of worker representatives.
- Substitute members to temporarily replace absent members. Substitute members are to be granted same rights as regular committee members.

### **Records**

The committee will keep minutes of all meetings. The minutes will include records of all relevant matters that come before it. The *Safety Committee Meeting Minutes* form can be used for this purpose.

### **Meetings**

1. The committee will meet on \_\_\_\_\_ (day and time, e.g., the first Thursday of every month at 11:00 a.m., or 15:30 hours on two-shift operations).
2. Special meetings may be held at the Co-Chair’s request.
3. The committee will consist of a minimum of four members.

### **Minutes and Agendas**

1. The Co-Chairs will prepare an agenda. The agenda will be distributed to members at least one week prior to the meeting.
2. Minutes will be prepared promptly after the meeting and will be distributed to all members and substitutes, Safety Advisors, Superintendent, and Operation Managers
3. Copies of minutes and reports will be maintained in the main operation of business for up to 3 years.

### **Safety Committee Officers**

1. The Safety Committee will elect two Co-Chairs from its members with management representing one position and worker representing the other. The management Co-Chair is to be selected by the Safety Committee management members, and the worker Co-Chair from the worker members.
2. The Co-Chairs will share the responsibility for keeping records of meetings and preparing and distributing agendas and minutes.

### **Education**

Safety Committee members can request educational leave of up to Eight instructional hours each year for training in the duties and functions of the Safety Committee.

### **Recommendations to Management**

The Safety Committee can make written recommendations to management for the correction of health and safety concerns. The written recommendations can include a request for a written response, which management must respond to within 21 days of the request being submitted.

### **Amendments**

The terms of reference may be amended by consensus or by majority vote of committee members.