



Joint Health and Safety Committee

Policy No: L-1-16

Adopted: February 10, 2020

Amended: February 8, 2021

Policy Statement:

To provide the Town of Bow Island with a Joint Health and Safety Committee to protect employee's health and safety rights and responsibilities and ensure systematic operation of the Health and Safety Program/Policy.

Procedures:

1. The committee shall be known as the Town of Bow Island Joint Health and Safety Committee (JHSC).
2. A Joint Health and Safety Committee shall consist of 8 persons, of who at least half represent workers who are not associated with the management of the work site and are appointed by means of vote or designation by Management and/or Senior Management.

Employer Representative	1 Senior Manager
Employer Representative	1 Manager/Supervisor
Worker Representative	1 Public Works Full Time
Worker Representative	1 Administration
Worker Representative	1 Fire Department
Worker Representative	1 Bylaw Department
Worker Representative	1 Seasonal
Secretary	Safety Advisor

3. Purpose of the Committee

The purpose is to promote awareness of safety issues and develop a collaborative relationship between management and workers to identify and resolve health and safety problems. We ensure the Internal Responsibility System functions effectively and ensure our organization meets occupational health and safety legislation requirements.

Definition:

Internal Responsibility System (IRS)

The main philosophy behind occupational health and safety. A system that exists within an organization, IRS requires that every individual working for an organization have direct responsibility for health and safety as an essential part of his or her job.

4. Duties and Functions of the Committee



- (a) Discuss findings of safety documents at each work site (Hazard Assessments, Incident Reports, etc.). Members will then 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 or health and safety concerns relating to the occupational 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 Regulation, and monitor their effectiveness.
- (f) Advise the employer on programs and policies required under the Regulation 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 the Regulation. Members will then review changes or corrections noted in inspections and investigations.
- (i) Participate in inspections, investigations, and inquiries as provided by the 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) Ensure that the Safety Advisor will conduct monthly "Safety" meetings for the staff of each workplace. Staff may attend combined location safety meeting providing ALL staff attend at least one safety meeting per month. Safety Advisor may assign an JHSC member to conduct Safety meetings as required in their absence. A report of these Safety meetings will be provided to the committee for review at the next consecutive committee meeting.



- (l) Review, revise regularly, and monitor the Bow Island Health and Safety Program and its policy.
- (m) Participate and support the annual Safety Audit process (conducted by certified health and safety auditors)
- (l) Carry out any other duties and functions prescribed by the Regulations.

5. 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 OHS Committee meeting to which they relate. First Aid records will be retained for at least 3 years; education and training related records for at least three years after the training session.

6. Meetings

- (a) The committee will meet quarterly.
- (b) Special meetings, if required, will be held at the call of the co-chairs.
- (c) A quorum shall consist of
 - i. At least half of JHSC members,
 - ii. At least half of JHSC members present represent workers,
 - iii. At least one employer member is present.
- (d) The committee will follow procedures as set out for committees in the Council Procedural Bylaw.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

7. Worker Confidentiality

- a) All workers employed by the organization shall feel confident their safety complaint or safety concern will be confidential in nature. No information regarding the worker or workers involvement with the safety concern or incident will be shared among any of the staff members or organization. No information will be released to the public which may implicate the individual worker.

8. Agendas and Meeting Reports

- (a) The chair will prepare and distribute an agenda to members prior to the meeting.
- (b) As soon as possible after the meeting, the committee will prepare minutes and make it available to the employer, all JHSC members, workers and the Safety Coordinator.
- (c) The committee will promptly post a copy of the minutes of each meeting in a place readily accessible to employees.

9. Co-chairs

- (a) The committee will elect co-chairs from its membership.



- (b) The worker representatives shall select the worker co-chair.
- (c) The employer representatives shall select the employer co-chair.
- (d) The co-chairs shall:
 - (i) Alternate in serving as chair of meetings
 - (ii) Lead the meetings and keep them on track (follow the agenda)
 - (ii) Ensure the maintenance of an unbiased viewpoint
 - (iii) Arrange the agendas
 - (iv) Review previous meeting minutes and material prior to the meetings
 - (v) Arrange for the meeting place
 - (vi) Notify members of meetings
 - (vii) Prepare meeting agendas
 - (viii) Forward a copy of meeting minutes to the employer for distribution
 - (ix) Prepare recommendation(s) and forward to the employer for a response
 - (x) Prepare all correspondence

10. Terms of Office

- (a) Committee members will sit on the committee for minimum 2 years, or unless changes are required within staff.
- (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) staff will be appointed upon their first day of employment and will be required to attend safety committee meetings during their seasonal employment.

11. Recommendations to the Employer must Meet These Guidelines:

- (a) Recommendations must be directly related to health and safety.
- (b) Reasonably achievable (capable of being done).
- (c) Comprehensive and complete information.
- (d) Recommend interim corrective actions and long-term corrective actions when applicable.
- (e) Copies of committee recommendations will be forwarded to Chief Administrative Officer (CAO).
- (f) CAO will forward as require to the Bow Island Council when Council will need to decide course of action.

12. Assistance in Resolving Disagreements within Committee

If the Joint Health and Safety Committee is unable to reach consensus (agreement) on a matter relating to the health or safety of workers at the workplace or any other health and safety matter, a co-chair of the committee will advise the committee they will be reporting the unresolved safety concern by the following process;

- a) The unresolved dispute will be presented to the CAO for review;
- b) If the CAO is unable to determine a final decision on the dispute, the dispute will be presented to council for resolution.



- c) If council is unable to resolve the dispute, the file will then be presented to the Workers' Compensation Board (WCB), Occupational Health and Safety, or Alberta Labour Board. The organization the complaint was reported to will then investigate and attempt to resolve the matter.

14. Secretary Responsibilities

The Appointed Secretary shall:

- compile the agenda as set by the Co-chairpersons
- notify members of meeting times and locations
- notify the Co-chairpersons when there may not be quorum for a meeting
- record minutes of each meeting