



County of Wetaskiwin No. 10 Municipal Policy

Department:	Policy No.	Title
23.0 Safety and Other	23.0.5	Health & Safety Committee Terms of Reference

1. Policy Statement

- 1.1 Alberta's Occupational Health and Safety (OHS) Act requires that under certain circumstances an employer establish a Health & Safety Committee (HSC) in the workplace. In order to work effectively, the HSC's role must be clearly defined, understood and accepted. Detailed terms of reference that set out the mandate, structure and functions of the HSC ensure that its important work can be done.
- 1.2 The HSC is an advisory body made up of worker and employer representatives working together to identify and recommend solutions to management, the County Administrator and County Council to assist in ensuring the health, safety and welfare of workers; ensuring workers are aware of their rights and duties under the law and are aware of any health and safety issues; providing competent managers/supervisors, training workers, preventing violence and harassment and ensuring public safety at or in the vicinity of work sites.

2. Purpose

- 2.1 The HSC identifies opportunities and recommends initiatives to promote physical and psychological health and safety and continuous improvement in the operation and effectiveness of the County of Wetaskiwin's Health and Safety Program.
- 2.2 The HSC helps management fulfill their obligation to address employee concerns related to hazardous activities or conditions that affect employee health and safety across the department's business operations.
- 2.3 The HSC promotes and encourages employees to participate in health and safety events at the workplace.
- 2.4 It is understood that these terms of reference shall not amend, alter, subtract from, add to or qualify in any way, the OHS Act, or the terms of collective agreements between the Employer and the union that is the certified bargaining agents.
- 2.5 Any amendments to the OHS Act or collective agreement provisions will be incorporated into the terms of reference, as applicable.

3. Duties of the HSC

- 3.1 Responding to workers health and safety concerns and complaints.
- 3.2 Participating in hazard and control identification.

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- 3.3 Promotion of measures to protect the health and safety of persons at the work site and checking effectiveness of such measures.
- 3.4 Cooperating with duties under the Occupational Health & Safety Act, Regulation and Code as applicable.
- 3.5 Developing and promoting health and safety education and training.
- 3.6 Making recommendations to the employer respecting the health and safety of workers.
- 3.7 Ensuring inspections at the work site are completed.
- 3.8 Participating in investigations when requested by an incident investigator.
- 3.9 Maintaining records pertaining to the committee associated with the above duties.
- 3.10 Such other duties as may be specified in the OHS Act, Regulation and Code.
- 3.11 Maintaining confidentiality.

4. **Membership**

- 4.1 Membership shall consist of at a minimum: two (2) Elected Officials, two (2) elected Union Representatives (Workers), two (2) Management Representatives and two (2) Workers (Union or Out of Scope). Management representation cannot exceed Worker representation.
- 4.2 Appointment of Members shall be as follows:
 - 4.2.1 Elected Officials appointed by Council at the annual Organizational Meeting;
 - 4.2.2 Union Representatives (workers) appointed by the IUOE; and
 - 4.2.3 Management and other workers (union or out of scope) appointed by the CAO.
- 4.3 The HSC shall have two co-chairs; one chosen by the employer members on the committees and the other chosen by the worker members on the committee. The co-chairs shall alternate in serving as chair at meetings of the HSC and shall participate in all decisions of the committee.

5. **Posting of Names**

- 5.1 The names and contact information of the HSC members are posted conspicuously at every work site.

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6. Term of Office

6.1 The term of office for the HSC members is not less than one year and they may continue to hold office until their successors are selected or appointed. If a union exists and the union's constitution specifies a term of office for the worker members of the HSC committee, the term of office is the term specified in the union's constitution.

7. Functions

7.1 The HSC is an advisory body, and its main function is to identify, evaluate and make recommendations concerning health and safety hazards and issues in the workplace.

7.2 The HSC will encourage workers to discuss any OHS concern with their manager/supervisor before bringing it to the attention of the HSC. Should a concern come to the HSC, the HSC will review the concern and follow up with the individual and manager/supervisor involved.

7.3 All HSC members will strive to fulfil their roles and responsibilities by working cooperatively, following the processes in these terms of reference, and make every effort to reach consensus on issues for the effective operation of the committee.

7.4 The HSC will ensure that all workers and work sites receive communications; through communication with manager/supervisor, email, bulletin board postings or on-site visits.

8. Member Responsibilities

8.1 Co-chairs co-facilitate HSC meetings by:

8.1.1 taking a leadership role in guiding Committee discussions towards definite conclusions.

8.1.2 ensuring meeting start and end on time and are conducted in accordance with the established agenda and process.

8.1.3 strive to achieve consensus.

8.1.4 reviewing previous minutes and materials prior to each meeting.

8.1.5 prepare and distribute meeting agenda and material.

8.1.6 posts meeting materials to the designated location(s).

8.1.7 complete and maintain the HSC minutes.

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8.2 Committee members:

8.2.1 attend all HSC meetings and, when unable to attend ensure all relevant correspondence and documents are reviewed and any assigned tasks are acknowledged.

8.2.2 participate and contribute to the team by representing employees in their respective area of the organization.

8.2.3 prior to the meetings review meeting materials.

8.2.4 seek input from staff regarding the programs, gaps issues and questions.

9. **Workplace Inspections**

9.1 The inspections should be undertaken in accordance with the Facility Inspection Schedule established by the Emergency Services Department.

9.2 The schedule should be distributed to the manager/supervisor of the area(s) being inspected and posted as appropriate.

9.3 All OHS concerns raised during the physical inspection should be recorded on an appropriate workplace inspection report form.

9.4 The workplace inspection form should be forwarded to the Emergency Services department within one week of the workplace inspection.

10. **Entitlements of HSC Members**

10.1 Members of an HSC are entitled to:

10.1.1 pre-meeting preparation time;

10.1.2 such time as is necessary to attend meetings of the HSC; and

10.1.3 such time as is necessary to carry out the members' functions and entitlements as outlined in these terms of reference.

10.2 HSC members shall be deemed at work when carrying out HSC functions and entitlements and shall be paid at the regular or premium rate as appropriate.

11. **Accompany OHS Officer**

11.1 A worker member of the HSC shall be afforded the opportunity to accompany an OHS officer during an inspection of the workplace.

12. **Investigations and Work Refusals**

12.1 A worker member, designated by the worker members of HSC, shall be afforded the opportunity to investigate the circumstances where a worker from the workplace has been killed or seriously injured, and will report his or her findings to the HSC and to the Ministry of Labor.

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12.2 A worker member shall be made available to be present at any inspection into a work refusal by a worker from the workplace and shall attend such inspection without delay.

13. Meetings

13.1 HSC meetings shall be held at least once every three months. A schedule of meetings will be developed by the HSC.

13.2 The HSC shall have a quorum of at least one half of the members if a) both worker and employer members are present and b) at least one half of those present are worker members.

13.3 The co-chairs will jointly prepare an agenda and forward a copy of the agenda to all HSC members in advance of scheduled meetings.

13.4 Unresolved items raised from the agenda in meetings will be placed on the agenda for the next meeting.

13.5 The HSC will report to management as required.

14. Guest(s)

14.1 With the consent of the co-chairs, guest(s) may be invited to attend a HSC meeting, as a resource, to provide advice or expertise on specific items.

15. Minutes

15.1 The HSC will designate a member to take minutes for the meeting.

15.2 All items raised in meetings will be reported in the minutes, along with information as to whether they were resolved, or follow-up is required.

15.3 Names of HSC members will not be used in the minutes except to record attendance, or to record the name of the HSC member responsible for completing an identified action.

15.4 Minutes of meetings will be reviewed, edited where necessary and signed by the co-chairs, and circulated within a few days of the meeting to all HSC members with a copy forwarded to the senior manager or management designee of the workplace.

15.5 Minutes should be posted in the workplace within seven days of the meeting and remain posted until the next meeting.

16. Recordkeeping

16.1 The HSC shall maintain and keep all agenda and meeting minutes.

16.2 The HSC shall maintain and keep these terms of reference.

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