

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 172</b>
	<b>Appendix A</b>
	<b>Health and Safety Committee Terms of Reference</b>
	APPROVED: June 2020
Page 1 of 4	AMENDED/REVIEWED:
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

## 1 Name of Health and Safety Committees

The committees shall be known as the Grande Prairie Public School Division Health and Safety Committee and the Grande Prairie Public School Division Maintenance Health and Safety Committee.

The committees' purpose is to advise, assist and make recommendations on policy and procedures, which will improve health and safety of all staff, students and the public at all our Division facilities and work sites.

## 2 Duties and Functions of the Committees

- a) Assist the employer in the implementation of the Division health and safety program.
- b) Receive and recommend a response to concerns and complaints about the health and safety of employees and maintain a record of these concerns.
- c) Liaise and communicate with the Occupational Health and Safety (OHS) site contact at each school or worksite.
- d) Participate in the identification of situations that may be unhealthy or unsafe as brought forward by employees and advise of an effective system for responding to those situations.
- e) Make recommendations of safety measures to the employer, promote the health and safety of persons at the work site and check the effectiveness of the measures.
- f) Recommend and promote programs for education and information concerning health and safety.
- g) Support and/or participate in work site inspections, incident investigations and serious injuries and incident investigations at the work site.
- h) Maintain records in connection with the concerns and complaints received and attend to other matters relating to the duties of the committee.
- i) Cooperate with an OHS Officer exercising duties under the *Occupational Health and Safety Act* (OHS Act), the Regulations and the OHS Code.
- j) Other duties as may be specified in the OHS Act, Regulation & Code.

## 3 Membership

The HSC will be composed of at least four (4) members and will have both employer and employee representatives.

- Employer representatives will be equal to or less than the number of employee representatives.

### 3.1 Members of Division Committee

Employer Representative #1  
Employer Representative #2  
Employer Representative #3  
Employer Representative #4

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Employee Representative, Educational Assistant  
Employee Representative, IT department member  
Employee Representative, Classroom Teacher  
Employee Representative, Classroom Teacher  
Employee Representative, Classroom Teacher  
Employee Representative, CTS Teacher  
Employee Representative, Caretaker  
Employee Representative, Administrative Support

### **3.2 Members of Maintenance Committee**

Employer Representative #1  
Employer Representative #2  
Employee Representative #1  
Employee Representative #2

### **3.3 Terms of Office**

- a) HSC members will sit on the committee for 3 years.
- b) Members shall:
  - a. Actively participate
  - b. Come prepared and on time for meetings
    - i. Maintain confidentiality

If a member of the committee is unable to complete the term of office, the employees whom the exiting member represents will choose another representative. If the member exiting the committee is an employer representative, the Division will appoint another representative.

### **3.4 Co-Chairs**

- a) The committee co-chairs, which were elected from its membership, are:
  - a. The employer co-chair is Norm Guindon, Secretary Treasurer
  - b. The employee co-chair is Douglas Tordoff, Classroom Teacher
- b) The Co-Chairs responsibilities include to:
  - a. Arrange the agenda.
  - b. Facilitate the meetings.
  - c. Arrange for the meeting place.
  - d. Notify members of meetings.
  - e. Prepare meeting minutes.
  - f. Forward a copy of the meeting minutes to the employer for distribution within 7 days.
  - g. Prepare recommendation(s) and forward to the employer for a response.
  - h. Prepare all correspondence on behalf of the HSC.

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#### 4 Duties of OHS Site Contact

- a) To promote health and safety information and education at the worksite.
- b) Assist the principal/department with OHS implementation at the site level.
- c) Assist the principal/management for OHS improvements at the site level. Issues impacting Division wide health and safety will be brought forward to the HSC by the site administrator.
- d) Ensure the Division Health and Safety Committee (HSC) minutes and communications are posted at the worksite.
- e) Be informed on health and safety concerns that are communicated to the site administration for follow up.
- f) Participate in and help site administration coordinate hazard assessments, planned inspections and incident investigations at the worksite.

#### 5 Training

- a) Each committee member is entitled to paid educational leave to obtain training directly related to their duties as a health and safety committee member. Training must be approved by the HSC.
- b) Each committee member may receive training as outlined in [AP 172 – Health and Safety Committee](#).
- c) Committee Co-Chairs are required to take the six (6) – eight (8) hour online or facilitated HSC Training offered by a training agency approved by Alberta Occupational Health and Safety.

#### 6 Records

- a) 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 three (3) years.
- b) The committee will retain the training records of all members for at least three (3) years.

#### 7 Agenda and Meeting Reports

- a) *The co-chairs will prepare and distribute an agenda to members prior to the meeting.*
- b) *Within seven (7) days of the meeting, the meeting minutes will be provided to Division Management.*
- c) *With seven (7) days the meeting minutes will be posted on the Division Portal and posted in a place readily available to all employees.*

Supporting documents or information required for the meetings will requested by the co-chair at least seven (7) days prior

#### 8 Meetings

- a) The Division HSC will meet at least four (4) times per year.
- b) Special meetings, if required, will be held at the call of the co-chairs, with one (1) week notice.

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## 9 Quorum:

Meetings can only proceed if the following criteria is met:

- a) 50% of the members are present.
- b) At least one co-chair is present.
- c) There are members for both the employer and the employee present.
- d) At least one-half of the present members are employee members (voting management members does not exceed the number of voting employee members).

If for any reason quorum is not met, the chairperson will ensure that a meeting of the HSC is rescheduled as soon as possible.

## 10 Recommendations to the Employer will Meet These Guidelines:

- a) Directly related to health and safety as defined in the *Occupational Health and Safety Act*.
- b) Doable (reasonably capable of being done).
- c) Comprehensive and complete; that is, the employer will not need more information to decide.
- d) Recommend short-term (interim) corrective action and long-term corrective actions when applicable.
- e) Copies of committee recommendations will be forwarded to management.
- f) Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.
- g) Formal recommendations will be sent to the Deputy Superintendent, via e-mail, and the Deputy Superintendent will respond to the committee within thirty (30) days.

## 11 Assistance in Resolving Disagreement with Committees

If the HSC is unable to reach consensus (agreement) on a matter relating to the health and safety of employees at the workplace, a special meeting may be called to address the matter. If the issue still cannot be resolved a co-chair of the committee will report this to an Alberta Occupational Health and Safety Officer, who may investigate and attempt to resolve the matter.

## 12 Confidentiality

All members will be bound by confidentiality except where disclosure of information is specifically required by legislation. Alberta's Freedom of Information and Protection of Privacy Act (FOIP) legislation will be adhered to by all committee members.

## 13 Amendments

The terms of reference may be amended by vote of the committee members

## 14 Review

These terms of reference shall be reviewed by committee members every three (3) years or when new members are elected / selected.