

# School District No. 27 (Cariboo-Chilcotin)

## District Joint Occupational Health and Safety Committee

### Terms of Reference

#### 1. Name of committee

The committee shall be known as the District Joint Occupational Health and Safety Committee.

#### 2. Constituency and composition of the committee

- The committee shall consist of at least 4 members and at least 2 alternate members.
- One worker representative will be elected from each of the following unions:
  - IUOE
  - CCTA
  - BCPVPA
  - Management
- One employer representative will be appointed.
- At least one alternate worker representative will be selected from the union workers.
- One alternate employer representative will be selected.
- Co-Chairs: The committee will elect co-chairs from its membership.
  - The worker representatives shall select a co-chair.
  - The employer representatives shall select a co-chair.

#### 3. Purpose of the committee

The District Joint Occupational Health and Safety Committee is not a committee required by WorkSafeBC nor is it required in order to comply with Part 3 Division 4 of the Workers Compensation Act. However, the Committee serves as a vital link between the School Joint Health and Safety Committees and District Administration.

#### 4. Duties and functions of the committee

Although this committee is not recognized by WorkSafeBC, the committee does function following the basic guidelines that WorkSafeBC mandates for Joint Health and Safety Committees.

This Committee is responsible for:

- Holding regular meetings where the minutes are recorded.
- Reviewing health and safety recommendations that have been forwarded from Site Joint Health and Safety Committees.
- Recommending to management any appropriate action regarding unsafe equipment, working conditions or practices that may pose a potential hazard.
- Encouraging a safe working environment for staff and promoting awareness for safe work practices.
- Recommending education programs for employees that will improve the School District health and safety program and fulfill Part 3 Division 4 Section 135 of the Act.

At the beginning of each year the District Joint Occupational Health and Safety Committee will elect two Co-Chairs. One of the Co-Chairs will be filled by a union representative elected by the union groups and one by a management representative elected by management.

Duties of the Joint Chairs

- Ensure that new committee members understand their duties and responsibilities
- Prepare the meeting agenda with the help of the Recording Secretary
- Chair the meetings of the District Joint Occupational Health and Safety Committee
- Ensure that committee members perform tasks assigned to them.

## **5. Records and reports**

Under the mandate of this joint committee, the employer will make the following records and reports available to the committee upon request:

- Incident investigations reports
- Corrective action reports
- Inspection reports
- OHS-related training records
- Company health and safety program
- Safe work policies and procedures
- First aid statistics
- Time-loss injury statistics

The employer will consider all requests made for documentation not specified within the rules of procedure.

## **6. Meetings**

- a) The employer will supply the resources required to facilitate a meeting, including a note-taker to document the minutes of the meeting
- b) The committee will meet three times a year.
- c) Special meetings, when required, will be held at the call of the co-chairs.
- d) A quorum shall consist of a majority of members. If quorum is not met, the co-chairs will call a special meeting.
- e) This committee co-chairs are responsible for securing meeting rooms, coordinating with administrative staff, and any other logistical issues that may impact the meeting.
- f) Meeting are to be scheduled for 90 minutes.
- g) The committee will add procedures it considers necessary for the meetings.

## **7. Role of the Co-chairs**

The co-chairs shall:

- a) Control the meetings.
- b) Ensure the maintenance of an unbiased viewpoint.
- c) Review previous meeting reports and material prior to the meetings.
- d) Notify members of meetings.
- e) Review meeting agendas.
- f) Review meeting reports.
- g) Forward a copy of meeting reports to the employer for distribution.
- h) Prepare recommendation(s) and forward to the employer for a response.
- i) Prepare all correspondence.
- j) Determine the process for alternating the co-chair.
- k) When called upon by the employer, identify employer representatives and worker representative to participate in incident investigations as per rule 4(j).

## **8. Role of the members**

The members shall:

- a) Be selected in accordance with section 128 of the *Workers Compensation Act*
- b) Actively participate
- c) Come prepared and on time for meetings
- d) Maintain confidentiality

## **9. Guests**

- a) Guests can be invited to committee meetings at the request of the co-chair(s).
- b) Guests attending committee meetings must be there for the purposes of:
  - i. Training
  - ii. Making a presentation

iii. Consultation

## **10. Agendas and meeting minutes**

- a) The agenda will be determined by the co-chairs.
- b) The agenda and any other required documentation will be prepared by the co-chairs and distributed to committee members prior to the meeting. Whenever possible, the agenda should be emailed five days in advance of the meeting.
- c) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, district joint occupational health and safety committee members, workers, union representatives, and WorkSafeBC.
- d) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible. The meeting minutes will be posted on the board in each department.

## **11. Terms of office**

- a) Committee members will sit on the committee for two years.
- b) Committee selection should occur twice a year to encourage overlap between new and experienced committee members.
- c) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- d) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- e) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

## **12. Participation in investigations**

- a) When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation.
- b) If a suitable committee member is not available, the co-chairs will identify another worker to participate in the investigation.

## **13. Recommendations to the employer**

- a) Recommendations to the employer must be:
  - i. Directly related to health and safety
  - ii. Doable (reasonably capable of being done)
- b) Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.
- c) Formal written recommendations will be sent to the employer via email, and the employer will respond within 21 days.

#### **14. Decision-making model**

This committee will make decisions based on consensus. If the committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a special meeting will be called to address the matter. If the issue is still unresolved, the co-chairs of the committee will report this to WorkSafeBC for assistance in investigating and resolving the matter.

#### **15. Education and training**

All new members appointed on or after April 3, 2017, will participate in an introductory joint committee course. The co-chairs will assist new members in selecting the appropriate training course. The employer co-chair will ensure that the training selected reflects the requirements of section 3.27 of the Regulation.

Every member of the joint committee is entitled to eight hours of education leave. For this committee, individual members can request their entitlement training during regular meetings. Individual members must provide the following information about the training program or seminar selected:

- Length of the program
- Topic and learning outcomes (if applicable)
- Fees
- Rationale for selection

If the committee agrees with the member, the request will be forwarded to the employer. If the committee does not agree with the training selected, the co-chairs will hold a special meeting with the member to assist in identifying a training program or seminar that supports the duties and functions of this committee.

#### **16. Amendments**

These terms of reference may be amended by a majority vote of the committee members.