

JOINT WORK SITE HEALTH AND SAFETY COMMITTEES (HSC)

Background

STAR Catholic is committed to providing a safe and healthy study and work environment for our students, staff members, volunteers, contractors, workers and the general public. STAR Catholic is committed to complying with the School Act and Occupational Health and Safety Legislation.

Employers are required to have a committee for each work site to address health and safety concerns in the workplace to comply with Occupational Health and Safety Act (OHS) Part 3 Sections 16 to 30.

The overall purpose of the Committees will be to provide assistance in OH&S compliance in the Division and making recommendations to the Safety Officer for action. The Committee will be comprised of representative members from the work site.

Procedures

1. Roles and Responsibilities

- 1.1 The role of the committee and representative is to advise and assist, not assume managerial responsibilities for health and safety in the workplace.
- 1.2 Committees help:
 - 1.2.1 employers respond to health and safety concerns of workers;
 - 1.2.2 develop recommendations for health and safety policies and safe work procedures;
 - 1.2.3 develop, identify, recommend and promote education and training programs;
 - 1.2.4 participate in work site inspections and investigations;
 - 1.2.5 investigate worker reports of dangerous work and refusal to work; and
 - 1.2.6 with health and safety orientations for new employees

2. Committee Structure

- 2.1 A joint work site health and safety committee (HSC) with a minimum of 4 individuals is established for each school site and the central office.
- 2.2 The superintendent or designate will appoint an employer representative who will be the employer co-chair.

- 2.3 Non-administrative staff (workers) will select the balance of the committee. The balance of the committee members will be as follows:
- 2.3.1 1 representing teachers;
 - 2.3.2 1 representing office and support staff; and
 - 2.3.3 1 representing maintenance and custodial staff.
- 2.4 A minimum of 50% of the committee must be non-administrative appointed or elected by the employees.
- 2.5 The Term of the appointments will be a minimum of one year.

3. Co-Chairpersons

- 3.1 The HSC will have two co-chairs,
- 3.1.1 A “Worker” co-chair selected by the “non-administrative” committee members;
 - 3.1.2 An “Employer” co-chair appointed by the superintendent or designate.
- 3.2 Co-chairs will alternate serving as chair at meetings of the HSC and shall participate in all decisions of the Committee.
- 3.3 The co-chairs of the HSC must ensure that:
- 3.3.1 Agendas are prepared for each meeting;
 - 3.3.2 Minutes of each meeting of the committee are recorded and distributed appropriately; and
 - 3.3.3 Minutes approved by the committee are posted in a Google folder as established by STAR Catholic. And shared as follows:
 - Notice of completed minutes are to be sent to the Safety Officer within seven days of the meeting, and;
 - The Google folder for your site minutes will be available to your site workers for viewing.
 - Posted in the site staff room.

4. Schedule of Meetings

- 4.1 The first HSC meeting each year will be held by September 10th and will meet regularly on a quarterly basis, a minimum of four times each school year.

5. Quorum

- 5.1 A legal quorum for business is:
- 5.1.1 50% of Committee members present;
 - 5.1.2 a minimum of 50% of the committee members present must be worker representatives;

- 5.1.3 one co-chair must be present;
- 5.1.4 one employer representative must be present; and
- 5.1.5 if for any reason quorum is not met, the chair will ensure that a meeting of the Committee is rescheduled as soon as possible.

6. Agenda

- 6.1 Co-chairs will be responsible for the agenda. Division Safety Officer may from time to time provide health, safety well-being topics and information for the agenda.

7. Duties of the HSC:

- 7.1 The duties of the HSC include the following:
 - 7.1.1 the receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers;
 - 7.1.2 participation in the identification of hazards to workers or other persons arising out of activities or in conjunction with activities at the worksite or that exist within the worksite;
 - 7.1.3 ensuring that annual review of the site hazard assessments and job hazard assessments are completed;
 - 7.1.4 assisting with health and safety orientations for new employees;
 - 7.1.5 the development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures;
 - 7.1.6 cooperation with an officer exercising duties under this Act, the regulations and the OHS code;
 - 7.1.7 the development and promotion of programs for education and information concerning health and safety;
 - 7.1.8 the making of recommendations to the Safety Officer respecting the health and safety of workers;
 - 7.1.9 the inspection of the work site at regular intervals;
 - 7.1.10 the participation in investigations of serious injuries and incidents at the work site in accordance with OHS Act section 40(5) (e) ;
 - 7.1.11 the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee;
 - 7.1.12 such other duties as may be specified in the OHS Act, the regulation and the OHS Code.

8. Training Requirements

- 8.1 STAR Catholic will provide or make available training as identified by the OHS Act to assist the co-chairs and the committee to enable them to function effectively in their roles.

9. Posting of Information

- 9.1 The names and contact information for the committee members will be posted in the staff rooms as required by the OHS Act.
- 9.2 Minutes of the committee meetings shall be posted in Google and available to STAR Catholic workers.

10. Confidentiality

- 10.1 All members will be bound by confidentiality except where disclosure of information is specifically required by legislation.

Reference: Occupational Health and Safety Act 2018