



# **JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEES**

## **APPENDIX 3**

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### **SCHOOL SITE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE TERMS OF REFERENCE**

## TERMS OF REFERENCE

**1. NAME OF HEALTH AND SAFETY COMMITTEE:**

The committee shall be known as the (**NAME OF WORKSITE**) School District No.54 Health and Safety Committee. Please submit Terms of Reference with your first minutes.

**2. PURPOSE:**

To provide a consultative forum that can effectively address health and safety matters effecting staff working for School District No. 54 (Bulkley Valley), the (**NAME OF WORKSITE**) Health & Safety Committee will use the District’s Health & Safety Program and the WorkSafeBC Occupational Health & Safety Regulation as its guiding documents. Duties and functions of the Committee can be found in Part 2 Division 5, Sections 31 to 46 <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/part-2-occupational-health-and-safety> , [Joint Committees and Worker Representatives](#) and in WSBC regulation [Evaluation of joint committees](#) and [Minimum training requirements for new joint committee members or worker health and safety representatives](#)

**3. CONSTITUENCY:**

P/VP: \_\_\_\_\_  
 SD54 safety officer: **Rolanda Lavallee** \_\_\_\_\_  
 BVTU: \_\_\_\_\_  
 CUPE: \_\_\_\_\_  
  
 Co-chair employer: \_\_\_\_\_  
 Co-chair worker: \_\_\_\_\_

**4. MEETINGS**

- 1) The Committee will meet monthly September through June on the (#) working day of each month
- 2) Special meetings, if required, will be held at the call of the co-chairs.
- 3) A quorum shall consist of a majority of members (#).
- 4) The committee will add procedures as it considers necessary for the meetings.

**5. COMPOSITION OF THE COMMITTEE:**

- 1) The committee shall consist of (#) members and (#) alternates.  
 Alternate: \_\_\_\_\_  
 Alternate: \_\_\_\_\_
- 2) One worker representative will be elected for each of the following responsibilities:  
     **Investigations:** \_\_\_\_\_  
     **Inspections:** \_\_\_\_\_
- 3) One employer representative will be appointed from each of the following areas:  
     **Investigations:** \_\_\_\_\_  
     **Inspections:** \_\_\_\_\_

## TERMS OF REFERENCE

4) The Right to Refuse, worker representative, will be the Employer Co-Chair:

**The right to refuse:** \_\_\_\_\_

**6. ANNUAL JOINT HEALTH AND SAFETY COMMITTEE SELF-EVALUATION:**

Section 3.26 of the Regulation requires that an employer ensure that an annual written evaluation is conducted on each of its joint committees. SD54 committee co-chairs of the joint site committees will perform the annual evaluation. The self-evaluation must be done by the end of June in each school year. The annual self-evaluation will take place **(MM/DD/YYYY)**.

**7. ANNUAL REVIEWS:** *Please note that dates some of these reviews will be included in the Admin. Calendar.*

REVIEW	DATE	SUBMITTED TO SD54 SAFETY OFFICER
<b>Asbestos management plan (6.3)</b>	August 31, 20XX	Date: August 31, 20XX <input type="checkbox"/>
<b>First aid attendants (3.16)</b>	September start up	Date: September 30, 20XX <input type="checkbox"/>
<b>WHMIS (5.5)</b>	Date: _____	Date: _____
<b>Personal protective equipment (8)</b>	Date: _____	Date: _____
<b>Record of health and safety training</b>	Date: _____	Date: _____
<b>Working alone (4.21)</b>	September start up	Date: _____
<b>Controlling Exposure Plan (5.59):</b>	_____	_____
<b>Emergency Procedures (4.14):</b>	_____	_____
	<i>(including school emergency and crisis response and critical incident response)</i>	
<b>Other:</b>	_____	_____
<b>Fire Drills:</b>	_____	_____
	_____	_____
	_____	_____

**8. TERMS OF OFFICE**

Terms of office for CUPE Local 2145 and BVTU representatives shall be at the preference of each of the respective representative bodies but shall be not less than 1 year. Term of office for P/VP's shall be at the pleasure of the P/VP's association but shall not be less than one year.

**9. RECOMMENDATIONS TO THE DISTRICT WILL MEET THESE GUIDELINES:**

- 1) Directly related to health and safety.
- 2) Doable (reasonably capable of being done).
- 3) Complete (employer will not need more information to make a decision).
  - i. *Please see "Joint Health and Safety Committee Self-Evaluation Checklist for flow chart on making a recommendation.*
- 4) Please forward Education Leave Worksheet for recommendations of staff training.
  - i. *Forms for health and safety can be located at*  
[https://www.sd54.bc.ca/apps/pages/index.jsp?uREC\\_ID=1071391&type=d&pREC\\_ID=1359010](https://www.sd54.bc.ca/apps/pages/index.jsp?uREC_ID=1071391&type=d&pREC_ID=1359010)

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### **10. ASSISTANCE IN RESOLVING DISAGREEMENTS WITHIN COMMITTEE**

If the Joint Health and Safety Committee is unable to reach agreement on a matter relating to the health or safety of workers, a co-chair of the committee may report this to the District Health and Safety Officer. If they are unable to resolve the issue then the Safety Officer will report it to the District Health and Safety Committee. If this committee does not find a resolution, the matter will be reported to WorksafeBC, which may investigate and attempt to resolve the matter.