

**508 Business Services AP****Joint Health & Safety Committee – Activities, Duties & Responsibilities****1.0 Purpose**

The Joint Health and Safety Committee (JHSC) enables employees and administration of the division to work together to provide and to maintain safe and healthy places of employment and learning for all who use divisional facilities. Committee members are obliged to work together to identify and help solve health and safety concerns.

**2.0 Scope**

The scope of the JHSC is to monitor, assist and support the Health & Safety Program. This is best accomplished when the JHSC fulfils its essential role of identifying weaknesses and recommending solutions that enable all workplace parties to understand, accept and carry out their individual and collective responsibilities for workplace health and safety. The JHSC will endeavor to make recommendations that establish, implement, monitor, evaluate and improve division policies, programs and procedures.

**3.0 Responsibility**

All members of the joint health and safety committee are responsible to:

- Assist in the identification, recording, examination, evaluation and resolution of safety and health concerns in the workplace;
- Develop practical procedures and conditions to help achieve the highest possible degree of safety and health in the workplace; and
- Promote education and training programs to develop detailed knowledge of safety and health concerns and responsibilities in each individual in the workplace.

**4.0 Procedure****General Requirements**

The division will apply for an Acceptance under the Occupational Health & Safety Act to allow for the establishment of a centralized workplace safety and health committee for the school division. Each school/ site will have one employee (worker) Health and Safety Liaison (chosen by the employees) and one employer liaison (site administrator or designate), who work together on local safety and health concerns, inspections and investigations of serious injuries and dangerous occurrences.

The Joint Health and Safety Committee must have a minimum of 10 members, comprised of both worker members and employer members. At least one half of the membership must be

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worker members. The JHSC meets quarterly and committee minutes are distributed to all schools/sites. All members are chosen for a three-year term (length of the variance) and prior to the application renewal of the variance, groups must re-elect their member and approve of the continuation of a single JHSC committee representing the division.

#### **Committee Chairperson(s)**

The committee shall have two co-chairs, one selected by the worker members, the other selected by the employer members.

#### **Selection Process for Employer Liaisons**

Employer liaison are employees of the Division who exercise managerial functions for the employer and, to the extent possible, who do so at the workplace. The Superintendent is responsible to appoint the employer Liaisons to the JHSC.

#### **Selection Process for Worker Liaisons**

A worker liaison is a Division employee who does not exercise managerial functions at that workplace. Worker liaisons are selected by area workers and/or in accordance with procedures established by the respective unions.

1 Teacher (ATA Member)	1 Secretarial Librarian Liaison
1 Principal/Administrator (may also serve as ATA Member)	1 Educational Assistant Liaison
1 Custodial/Maintenance/Technology Liaison	1 CTS Teacher Liaison
	1 Science Teacher Liaison

#### **Terms of Reference**

The committee must establish a detailed term of reference to cover the operating activities of the JHSC. At the minimum it must cover term of office of members, membership and committee co-chairs, frequency of meetings, quorum and inspection requirements.

#### **5.0 Communication**

The JHSC will ensure that occupational health and safety information is communicated effectively to all affected persons within the Division through personal contact such as one-to-one communication and on-the-job instruction, orientation/induction before workers start new duties, and promoting and reinforcing key themes related to the health and safety program through posters, memos, letters, bulletin board postings etc.

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