

## **RULES OF PROCEDURE**

### **1. Name of committee**

#### **DISTRICT HEALTH & SAFETY COMMITTEE**

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

The committee shall be composed of two members from each employee group (QDTA and CUPE Local 4990) and one member from QPVPA , and a minimum of three managers from the School Board Office.

The committee will elect two co-chairs from its membership annually (one worker representative and one employer representative).

### **3. Purpose of the committee**

To create a safe working environment and assumes the responsibility to comply with WorkSafe Health & Safety regulations.

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

As required by section 36 of the *Workers Compensation Act* and Part 2 Division 10 (68-72), the duties and functions of the committee are to:

- a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the Occupational Health and Safety Regulation, and monitor the recommendations' effectiveness.
- e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor the recommendations' effectiveness.
- f) Advise the employer on programs and policies required under the Regulation for this workplace and monitor their effectiveness.
- g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- i) Participate in inspections and inquiries as provided by the Regulation.

- j) Select appropriate worker and employer representatives to participate in preliminary and full incident investigation processes.
- k) Review and provide feedback on any corrective action reports resulting from incident investigations.
- l) When necessary, request information from the employer about:
  - i. Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed
  - ii. Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge
- m) Carry out any other duties and functions prescribed by the Regulation.

## 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
- Manufacturers' specifications
- 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

*[Describe how the meeting will be conducted — when, how long, quorum, etc. Also include information about how the employer will support the committee with necessary resources.]*

- 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 monthly on the first Wednesday of each month.
- 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 (four members). If quorum is not met, the co-chairs will call a special meeting.
- e) The 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 34 of the *Workers Compensation Act*
- b) Actively participate
- c) Come prepared and on time for meetings
- d) Maintain confidentiality

## **9. Guests**

- a) Guests may 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 set by the co-chairs.
- b) The agenda and any other required documentation will be prepared by the co-chairs and distributed to committee members before the meeting. Whenever possible, the agenda should be emailed two 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, joint health and safety committee members, workers, union representatives, and WorkSafeBC
- d) A copy of the report of each meeting will be posted electronically through the school district website.

## **11. Terms of office**

- a) Each stakeholder group will determine their representatives on the Committee as per Section 34 of the *Workers Compensation Act*.
- b) (We do not do this and is not part of the Act) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- d) 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**

Normally the District Health & Safety Committee will not participate in site-based investigations, however does reserve the right to do so at its discretion.

- a) When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation.

## **13. Participation in work refusal process**

- a) When the committee is required to participate in the work refusal process, the co-chairs will participate.
- b) If the co-chairs are not available, the co-chairs will identify another representative to participate.

## **14. 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.

## **15. 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.

## **16. Amendments**

These rules of procedure may be amended by a majority vote of the committee members.