



## Section 4 - Health and Safety

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### 4.1 Joint Health and Safety Committee Policy

#### Intent

This policy is intended to communicate an outline of the Joint Health and Safety Committees' duties, expectations and operating procedures.

#### Scope

This policy applies to all employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to the Joint Health and Safety Committee. Where a Collective Agreement is silent on the issue, this policy will dictate requirements for unionized employees. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

This policy has been developed to incorporate the legislative health and safety requirements of Alberta, British Columbia and Ontario and shall be updated accordingly should the employer expand its operations into additional provinces.

#### Guidelines

In order to ensure the health and safety of its facilities, employees and guests, the employer requires each of its locations to organize and maintain a Joint Health and Safety Committee.

To carry out its functions, the Committee is required to hold regular meetings and carry out regular inspections of the workplace to identify hazards. All meetings are to be properly documented with appropriate minutes.

In determining an adequate size for the Committee, the following shall be taken into consideration:

- The physical size of the location
- The degree and number of potential hazards present in the workplace
- The number of employees at the location
- The number of departments
- The number of unions
- The number of shifts in a workday

Per provincial legislation, and to ensure adequate representation, the employer requires health and safety committees to be comprised of no fewer than four members employed at the location who are experienced in the various types of work carried out at that location.

The Committee will be comprised of both management and employee representatives. Where a union is present, the employer will ensure that the union is properly represented on the Committee as well. Two co-chairs will be chosen from within the Committee, one employee and one employer representative who will assume a leadership role for the Committee and will be responsible for:



- Controlling the monthly health and safety meetings
- Preparing necessary records and documentation
- Circulating and posting meeting reports and notices

The Joint Health and Safety Committee will fulfill the following functions:

- Identify and evaluate potential hazards and respond to health and safety concerns brought to it by employees;
- Identify solutions and recommend corrective action;
- Follow-up on implemented recommendations;
- Promote safe work practices as well as health and safety awareness;
- Ensure all employees are trained on safe work practices;
- Promote compliance with health and safety regulations and legislation.
- Make sure all accidents and injuries are reported, reviewed, investigated and documented.
- Make recommendations to the employer on ways to improve workplace health and safety; the employer must respond in writing to any concerns or recommendations within 21 days.
- Be present at the investigation of work refusal.
- If a worker is killed or critically injured on the job, the Committee has the obligation to inspect the scene of the accident and any machine, equipment, substance, etc. that may relate to the accident.
- Be entitled to request from management, information such as records, statistics and reports deemed meaningful to the effective operation of a workplace health and safety program.
- Assist in the development of workplace health and safety policies and procedures.
- Record and report to all staff via memo boards or other creative resources the number of days that the property is injury free.
- Request the annual summary of information from the Workplace Safety & Insurance Board about compensation claims related to the workplace of the employer. This information includes:
  - Number of fatalities
  - Number of lost-time injuries
  - Number of work days lost
  - Number of injuries requiring medical aid but did not involve lost work days
  - Incidence of occupational illnesses
  - Number of occupational injuries.
- The Committee shall meet at least once a month during regular working hours and on urgent matters, as required.
- Members of the Committee are entitled to time off from work for authorized activities related to the responsibility of the Committee.
- Committee members will not be held personally liable for anything done or omitted in good faith.



The employer will ensure that safety information is posted in highly visible areas throughout each of its properties. Safety postings will include:

- *The Occupational Health & Safety Act, or Code, depending upon province of employment;*
- The employer's Health and Safety policy;
- The names of Committee members, their department and contact information;
- Minutes of Committee meetings;
- Names, work locations and contact information for first-aid attendants and,
- Other related information, as directed by a safety officer.