

Joint Health, Safety and Environment Committee



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 119.3

1. Purpose

The purpose of the joint occupational health, safety and environment committee at Edmonton Catholic Schools is to ensure that all employees are involved in hazard assessment and correction, the setting of safety standards and policy formulation. Edmonton Catholic Schools understands that the Alberta Occupational Health and Safety Act is built upon the principle that employees and employers must work together to ensure a healthy and safe workplace environment. Edmonton Catholic Schools shall support the committee with resources to ensure it is able to meet these obligations.

2. Committee Membership Requirements.

Employees do not need any previous experience or qualification to be a health, safety and environment committee representative. Committee members will receive appropriate training on their role and responsibilities.

3. Committee Membership Structure

Chairperson (Senior Administration)
Health and Safety Coordinator (Facilities)
Occupational Health Nurse (Human Resource Services)
School Administrator (School Operation Services)

4 employee representatives:

ATA Representative
AUPE Representative
ECSSA Representative
OOS Representative

The chairperson may increase the membership of the committee to include more employee representatives, where this is considered appropriate.

Employee representative elections should be held once every two years, or in the event of committee increase or casual vacancies due to retirement/resignation. Membership turnover should not exceed 50% in any one year. A committee representative should only be elected to a max of two terms.

4. Terms of Reference

The Committee shall:

- a. Post the names of committee members in prominent locations throughout the district so all employees know who the representatives are,
- b. Conduct regular meetings,
- c. Post the minutes of meetings, and have them available as requested,




- d. Ensure regular workplace inspections are carried out,
- e. Comply with all the requirements of the Alberta Occupational Health and Safety Act, and outside agencies as directed,
- f. Promote safe working practices and environments throughout the organization,
- g. Encourage and maintain at the workplace an active interest in occupational health and safety,
- h. Provide a consultative forum for addressing occupational health, safety and environmental issues relating to Edmonton Catholic Schools,
- i. Consider occupational health, safety and environment reports or references that relate to Edmonton Catholic Schools,
- j. Make recommendations regarding allocation of resources and long term planning for occupational health, safety and environment issues to senior administration,
- k. Review the circumstances surrounding workplace injury, work related illnesses and dangerous events or near misses referred to the committee via accident/incident/injury report forms. Advise management of the results of the review and make recommendations arising out of the review.
- l. Present to management policies, practices and procedures that require review and adoption,

Edmonton Catholic Schools shall:

- a. Facilitate cooperation between management and staff in the resolution of occupational health, safety and environmental issues and in developing and carrying out measures to ensure workplace health and safety at the workplace,
- b. Inform the committee of any work related accidents involving injury, death or occupational illness and provide the committee with any reports relating to health, safety and the environment in the workplace.
- c. Ensure that occupational health, safety and environmental issues are reviewed by senior administration at their meetings,
- d. Provide a written response to committee recommendations within 21 working days. If the recommendations are accepted, a timetable for actions will be outlined and provided. If Edmonton Catholic Schools decides against acting on the committee's recommendations, reasons will be given in writing.

The committee shall include such other terms of reference as are prescribed or agreed upon by Edmonton Catholic Schools on the recommendation of the committee.

Reference: Board Governance Policy EL# 4, EL #5 ECS District Organizational Bylaw 11.0 School Act Section 45(8),60(1.c) Occupational Health & Safety Act Worker's Compensation Act	Approved: 
	Date Approved: March 29, 2001, June 12, 2002 March 15, 2005