

# **Fort McMurray Catholic Schools Operating Policies**

## **OP418 – Joint Occupational Health and Safety Committee**

### **Policy**

1. The Fort McMurray Catholic Board of Education will establish and support a joint occupational health and safety committee comprised of representation from both administration and employees working together in a genuine and positive manner to prevent and reduce losses resulting from injuries and occupational illness.

### **Purpose**

2. The committee is an important communication link between the workers and management in ensuring that Occupational Health and Safety problems and issues are identified and corrected.
3. Members must operate in an atmosphere of co-operation, avoiding becoming adversaries. Members should bear in mind that their committee is not a policy making body and that the normal divisions of authority at the work site are not to be violated.
4. Recommendations and suggestions are expected from the committee and management will give each concern careful consideration.

### **Membership**

5. The committee will be structured as follows:
  - a. Chairperson: Senior Administrator appointed by Superintendent
  - b. Members:
    - i) School Administrator appointed by Superintendent
    - ii) Supervisor of Plant Operations and Maintenance
    - iii) 3 employees representatives appointed respectively by ATA, CUPE and Support Staff Association.

### **Responsibilities**

6. The responsibilities of a joint work site health and safety committee are to:
  - a. identify unhealthy or unsafe situations at the work site;

- b. recommend corrective action; and
  - c. ensure health and safety education programs are established and maintained at the work site.
7. While management has ultimate responsibility for occupational health and safety at the work site, it may delegate authority to the joint work site health and safety committee, but at no time should the committee take action on its own. The committee is responsible for recommending how health and safety problems might be solved, not for carrying out the necessary changes.
  8. No worker, supervisor, manager or employer can hold the committee responsible for unsafe or unhealthy situations.
  9. Employees, supervisor and management will not shift all responsibility for health and safety onto the shoulders of committee members. Under Alberta law, every worker is held personally responsible for working with regard for the health and safety of themselves and others. Every supervisor and manager is obligated to take reasonable steps to ensure the health and safety of their workers.
  10. Many health and safety concerns can be resolved immediately in the course of daily work. Those that are not resolved should be dealt with by the joint work site health and safety committee

### **Terms of Reference**

11. The committee will use the Joint Work Site Health and Safety Committee Handbook issued by Alberta Human Resources as a model to assist them in the conduct of their business within the constraints of this policy.
12. The committee shall:
  - a. Post the names of committee members in prominent locations within District so all employees know who the representatives are;
  - b. Conduct regular meetings;
  - c. Post the minutes of meetings;
  - d. Ensure regular workplace inspections are carried out;
  - e. Comply with the requirements of the Alberta Occupational Health and Safety Code and outside agencies as required;
  - f. Promote safe working practices and environments throughout the organization;

- g. Provide a consultative forum for addressing occupational health and safety and environmental issues in Catholic Schools;
- h. Consider occupational health, safety and environment reports or references that relates to Catholic Schools;
- i. Review the circumstances surrounding workplace injury, work related illnesses and dangerous events or near misses referred to the committee via accident/incident or injury report forms.

<b>References:</b> <ul style="list-style-type: none"> <li>• Occupational Health and Safety Act,</li> <li>• Occupational Health and Safety Code,</li> <li>• Safety Guidelines for Physical Activities in Alberta Schools</li> <li>• Handbook for the Prevention and Management of Critical Incidents</li> <li>• Safe and Caring School Policies and Procedures</li> <li>• Board Governance Policy EL # 1, EL # 2</li> </ul>	<b>Approved:</b>
	<b>Date Approved:</b> May 31, 2004
<b>Cross References:</b> OP 108,109,112,354,361,417	<b>Date Revised:</b>