



ADMINISTRATION POLICY #A-03 -21

Town of Drumheller Joint Health & Safety Committee Rules of Procedure / Terms of Reference

Supersedes #A-03-20

1. PURPOSE

The purpose of the Joint Health and Safety Committee and Representatives is to identify and resolve safety concerns as well as promote health and safety at the work site. The committee also aids in increasing two-way communication between workers and employers as well as promoting a healthy and safe working environment.

The committee will follow the procedures in the current Occupational Health & Safety Legislation and the Town of Drumheller Health and Safety Policy.

2. COMMITTEE RESPONSIBILITY

- 2.1 The JHSC is responsible for recommending how the health and safety problems might be solved, not for carrying out the necessary corrections. No member of the JHSC can be held accountable for unsafe or unhealthy situations.
- 2.2 The JHSC reviews all matters pertaining to the health and safety conditions within the Town and makes written recommendation to the CAO and/or Health & Safety Officer
- 2.3 Under Alberta Law, every worker is held personally responsible to work with regard for the health and safety of themselves and others. All managers and supervisors are obligated to take reasonable steps to ensure the health and safety of their employees.
- 2.4 The role of the Joint Health and Safety Committee is to advise and assist, not assume managerial responsibility for health and safety at the workplace. OHS Act 19(f)

3. SELECTION OF JHSC MEMBERS

- 3.1 The JHSC must be comprised of a minimum of four with at least 50% of the committee being representing by the workers. The JHSC members will be selected by their peers in conjunction with their supervisors.
- 3.2 JHSC must have two Co-Chairpersons, 1 representing the union and 1 from management.
- 3.3 The names and contact information of the JHSC and representatives will be posted in conspicuous locations. All employees need to know who is on the Joint Health and Committee and Safety Representatives.

4. DUTIES OF CO-CHAIR, COMMITTEE MEMBERS & HEALTH & SAFETY REPRESENTATIVES (not limited to the following):

4.1 CO-CHAIR

- 4.1.1 In cooperation with the committee secretary, the co-chair will help organize and plan the meetings; ensure that agenda items are discussed, and that conclusions are reached.
- 4.1.2 Ensure that all conclusions are recorded and that recommendations are clearly presented to the employer in writing.
- 4.1.3 Liaise with each other in planning meetings and the review of minutes.
- 4.1.4 Ensure that the meeting is started on time, kept on track, all issues are concluded, and to ensure that all members have the opportunity to contribute.
- 4.1.5 The two Co-Chairpersons will alternate chairing the meetings.

4.2 MEMBERS AND REPRESENTATIVES

- 4.2.1 Must complete the Joint Health and Safety Committee training.
- 4.2.2 Respond to workers' health and safety concerns and complaints.
- 4.2.3 Participate in hazard and control identification.
- 4.2.4 Develop and promote health and safety education and training.
- 4.2.5 Conduct inspections of work sites and participate in investigations.
- 4.2.6 Contribute their experience and ideas to committee discussions.
- 4.2.7 Obtain information if assigned to do so by the committee.
- 4.2.8 Learn about health and safety in all aspects of the workplace.
- 4.2.9 Listen to concerns or suggestions made by managers or workers outside the committee and ensure these are referred to supervisors or the committee as appropriate.

4.2.10 When dealing with concerns committee members and representatives should: deal with only occupational health and safety issues; not exceed their authority or violate procedures; resolve concerns as soon as possible; and keep other employees informed about what the committee is doing to resolve concerns.

4.2.11 The Joint Health and Safety Committee secretary must ensure that the minutes of each meeting are recorded, and copies are displayed and distributed for all employees to view within seven business days following the meeting.

5. HEALTH AND SAFETY REPRESENTATIVE

Health and safety representatives are required at the worksites with five to nineteen employees. The health and safety representative will in cooperation with the health and safety officer. The health and safety representative will report their members concerns to the union representative.

6. THIRD PARTY REPRESENTATIVE

Third party representatives are welcome to attend the Town of Drumheller's Joint Health and Safety Committee meetings as guests with the permission of the Health and Safety Officer. The third-party representative will have no voting power at the JHSC meeting and is encouraged to provide any positive input. This collaboration will strive to ensure the highest level of safety excellence in the region.

7. DISCLOSURE OF PERSONAL INFORMATION

As per Section 199 of the Alberta Occupational Health and Safety Code, "A joint work site health and safety committee, its individual members, or health and safety representative, must not disclose a worker's personal health information or the personal information of an identifiable individual unless the disclosure is required by law."

Any third-party representative that is present at the Joint Health and Safety meeting must adhere to the same rule.

8. QUORUM

A quorum must be present at every meeting. The committee cannot render a decision, nor give direction unless there is a quorum. Where either Co-Chair is not in attendance, the remaining Committee Members shall appoint a Chair for the meeting from those present.

9. DISPUTE RESOLUTION PROCESS

If a dispute arises, members of Joint Health & Safety Committee agree to meet to pursue resolution through good faith negotiations or other appropriate dispute resolution process. All information exchanged during this meeting or any subsequent dispute resolution process, must be regarded as "without prejudice" communications for the purpose of settlement negotiations and must be treated as confidential by the members unless otherwise required by law.

10. MEETINGS

10.1 The committee shall meet in accordance with OHS Act, s.22. The requirements are as follows:

- a) Meet within 10 days of being established
- b) Meet at least quarterly
- c) Within 2 weeks of completing for Formal Facility Inspection
- d) Meet if requested by a co-chair
- e) Meet if requested by an OHS officer
- f) Meetings shall be held during normal working hours. A quorum is required to hold a meeting.

Adopted by Health and Safety Committee
Date: November 17, 2021



Darryl Drohomerski, C.E.T.
Chief Administrative Officer