 <p>Prairie Rose SCHOOL DIVISION NO. 8</p>	<p>Prairie Rose School Division No. 8 Health and Safety</p>	<p>CODE: HS102</p>
	<p>Joint Health and Safety Committee</p>	<p>ISSUED: April 3, 2008</p> <p>REVIEW DATE:</p>
	<p>Terms of Reference</p>	<p>Page 1 of 3</p> <p>REVISION #: 0</p>

Terms of Office & Selection of Representatives

- A term of office for all members of the JHSC is one school year. The Superintendent will appoint employer representatives. Employee representatives are selected by the workers and/or appointed in accordance with procedures established by the respective unions.
- After one year, all appointments may be renewed in writing. This shall be recorded in the minutes of the JHSC meeting. If a committee member leaves for any reason, he/she must be replaced within 90 days.

Co-Chair Responsibilities

- The co-chairs will alternately chair the meeting and record the minutes. The employer co-chair will have the minutes typed and distributed to all members within 2 days after a meeting
- Employer Co-Chair (along with one employee) is responsible for conducting a monthly workplace inspection and reporting the findings to the JHSC
- Employer Co-Chair is responsible for investigating all concern resolutions, complaints, work refusals and incidents and reporting findings to the JHSC.
- Co-chairs must sign all minutes.

WHSC Membership and Quorum

- The JHSC shall consist of a minimum of 12 members with 5 representing the employer and 7 representing the employees. A quorum shall consist of 4 committee members with at least 50% representation by employee members.
- A roster of JHSC members shall be maintained and distributed to all members. It is recommended that each location have a readily available notice containing the names of committee members and identifying the co-chairs of the committee and the work locations of all members posted in a conspicuous area accessible to all employees

Alternate Members

- Each JHSC member shall have an alternate member to fill their position if they are unavailable.

Frequency, Time and Place of Meetings


- The JHSC shall take place at least quarterly at the call of the co-chair(s).

Meeting Agenda Standing Items

The following standing items shall be on all WHSC agendas:

- Review previous meeting minutes
- Consideration of old business
- Report on recommendations completed/in-progress
- Training activities completed/in progress
- Review incidents since last meeting

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- Planned or proposed policy/procedural changes
- Review reports/memos/bulletins
- New Business

Minutes

The meeting minutes will record the following:

- Time and date of meeting
- Attendance
- Agenda items and topics of discussion
- Minutes will identify any Health & Safety concerns or complaints and the resolution or dismissal of those complaints as well as justification for any action. All concerns and complaints shall remain on the minutes until resolved to the satisfaction of the JHSC.
- Minutes shall be distributed to all members within 2 days of the safety meeting and shall be posted in a conspicuous area accessible to all employees for a period of one month and shall be kept on file in the Safety office for a period of 2 years.

Consensus

- Consensus will be the guiding principle in every debate as members strive to reach practical and feasible solutions that have as their ultimate goal a healthy and safe workplace for all workers.


Inspections

- Workplace inspections shall be performed as indicated by the Inspections procedure.
- The inspection shall be conducted by a team of at least two employees.
- The inspection shall encompass all parts of the area inspected. Each separate workplace including parking lots, yard, perimeter and roofs shall be inspected no less than once yearly.
- Area inspection checklists shall be used as a minimum standard when conducting inspections and completed checklists shall be signed by both inspectors.
- Identified concerns will be noted and responsibility and a timeline for corrective actions will be assigned.
- Copies of the workplace inspections shall be distributed to all members and shall remain on file in the Safety office for a period of 5 years.

Recommendations

- Written recommendations for changes of policy of a district-wide nature are to be submitted to the Superintendent or Secretary Treasurer and are to include a request for a written response indicating acceptance of the recommendations or reasons for not accepting the recommendation.
- Written recommendations of a site-specific nature or in response to a site-specific issue should be submitted to the Superintendent or Secretary Treasurer and should be copied to the Principal, Department Manager or Site Administrator.

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Work Refusal Process

- Work refusals will first attempt to be resolved between the employee and his/her supervisor. Before commencing an investigation, both co-chairs will verify that the employee has attempted to resolve the issue with their supervisor. Both co-chairs will investigate all work refusals.
- Both co-chairs will investigate and agree upon a recommendation to the employer and the complainant.
- If satisfaction cannot be reached with all parties, the issue may then be referred to an Alberta OH&S Officer.
- The entire process will be documented using an Incident Investigation form and signed by both co-chairs.

Incident Investigations

- Incident Investigations shall be completed for all work-related incidents, accidents, illnesses and near misses.
- Incident Investigations shall be completed by the area Supervisor and the employee involved in the incident.
- The JHSC shall be notified of all hazardous occurrences and be provided with a completed report.
- All completed Incident Investigations shall be reviewed by the JHSC for thoroughness, accuracy and record-keeping purposes.
- Responsibility for all corrective actions shall be assigned, documented and completed in a timely manner.

Confidentiality of information:

- JHSC members are required to keep confidential any personal medical details or other sensitive information they receive. This means paying strict attention to the security of committee records. In order for the committee to function properly, all parties must be confident and trust that no improper use will be made of the information received.

Annual Reports

- An annual report detailing overall health and safety activities, including but not limited to: incidents, audit outcomes, action plans and related program statistics shall be provided to the Superintendent or Secretary Treasurer and all JHSC members annually at the end June.

Review of Terms of Reference

- These terms of reference shall be reviewed at least annually at the first meeting of the school year or more frequently as the committee deems necessary.

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