

# HEALTH & SAFETY COMMITTEE TERMS OF REFERENCE

## 1. Name of Health and Safety Committee

IT'S MY LIFE KAMLOOPS SOCIETY (IMLKS) HEALTH & SAFETY COMMITTEE

## 2. Constituency

Employer Representative #1	HR Manager Natalie Clos	Office: 250-377-7661 Cell: 250-319-4194
Employer Representative #2	Service Coordinator Darlene Austin	Office: 250-377-7661 Cell: 1-778-867-5596
Employer Representative Alternate	Service Coordinator Megan Allwood	Office: 250-377-7661 Cell: 250-574-5783
Worker Representative #1	Live-In Support Worker Ken Phillips	House: 250-377-7764
Alternate for Worker Representative	Live-In Support Worker Tyler Donovan	House: 250-421-0580

## 3. Purpose of the Committee

It is a health and safety committee made up of workers and employer representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned health and safety program in the place of employment.

## 4. Duties and Functions of the Committee

- a. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b. Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- c. Consult with workers and employers on issues related to occupational health and safety and occupational environment.
- d. Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness.
- e. Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness.
- f. Advise the employer on programs and policies required under the Regulation for the workplace and monitor their effectiveness.
- g. Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- h. Ensure the incident investigation and regular inspections are carried out as required by Regulation.

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- i. Participate in inspections, investigations and inquiries as provided by the Regulation.
- j. When necessary, request information from the employer about:
  - i. Known or reasonably foreseeable health and safety hazards to which workers at the workplace are likely to be exposed.
  - ii. Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- k. Carry out any other duties and functions prescribed by the Regulation.

## **5. Records**

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of the minutes for a period of at least two years from the date of the health and safety committee meeting to which they relate. (Note first aid records should be kept for at least 3 years; education and training related records should be kept for at least 3 years after the training session.)

## **6. Meetings**

- a. The committee will meet monthly.
- b. Special meetings, if required, will be held at the call of the co-chairs.
- c. A quorum shall consist of a majority of 3 members.
- d. The committee will add procedures it considers necessary for the meetings.

## **7. Agendas and Meeting Reports**

- a. An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- b. A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, Joint Health and Safety Committee members, workers and WorkSafe BC upon request.
- c. A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom the committee is responsible.

## **8. Composition of the Committee**

- a. The committee shall consist of four members – two employer representatives, one worker representative and one alternate worker representative.
- b. One worker representative will be elected
- c. One employer representative will be appointed

## **9. Co-chairs**

- a. The committee will elect co-chairs from its membership.
- b. The worker representatives shall select a co-chair
- c. The employer representatives shall select a co-chair

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- d. The co-chairs shall:
  - i. Control the meetings
  - ii. Ensure the maintenance of an unbiased viewpoint
  - iii. Arrange agendas
  - iv. Review previous meeting reports and material prior to the meetings
  - v. Arrange for the meeting place
  - vi. Notify members of the meetings
  - vii. Prepare meeting agendas
  - viii. Prepare meeting reports
  - ix. Forward a copy of meeting reports to the employer for distribution
  - x. Prepare recommendation(s) and forward to the employer for a response
  - xi. Prepare all correspondence

## ***10. Terms of Office***

- a. The current Human Resources Manager and a Service Coordinator will be the ongoing appointed employer representatives.
- b. If a member of the committee chosen by workers is terminated or unable to remain a member of the committee for other reasons, the workers will choose another member.
- c. If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.

## ***11. Recommendations to the Employer will Meet These Guidelines***

- a. Directly related to health and safety.
- b. Doable (reasonably capable of being done).
- c. Complete (employer will not need more information to make a decision).

## ***12. Assistance in resolving disagreements within committee***

If the joint health and safety committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a co-chair of the committee may report this to WorkSafe BC, which may investigate and attempt to resolve the matter.

## ***13. Amendments***

These terms of reference may be amended by vote of the committee members.

Reviewed on: \_\_\_\_\_

Employee Signature: \_\_\_\_\_