

**HEALTH & SAFETY TERMS OF REFERENCE POLICY #23.0.5**

POLICY STATEMENT

The Health and Safety Committee (HSC) is an advisory body made up of worker and employer representatives, working together to identify and recommend solutions to management, the County Administrator and County Council to assist in resolving health, safety and environmental issues in the workplace. The HSC shall promote the Health and Safety Policy and Program, along with health and safety awareness, to every level of the organization by acting as worker representatives and as a liaison with management, thus improving communication in the workplace and helping to make each workplace safer and healthier for all workers.

1. PROCEDURES

1.1. The HSC may attempt resolution of health, safety or environmental concerns brought to its attention. Upon receiving concerns that are of a routine housekeeping nature, HSC members will advise employees to forward their concerns to their supervisor or the Director of Emergency Services. Concerns to be forwarded to the HSC must first meet the following criteria: a worker's concern is disregarded by their supervisor or the Director of Emergency Services or they are not handled to the worker's satisfaction, if the concern involves a number of different departments or if the concern is more than routine in nature. Having met the required criteria the procedure for attempting resolution is as follows:

1.1.1. HSC members who receive a concern they feel meets the required criteria will forward it to the Director of Emergency Services.

1.1.2. The Director of Emergency Services will ensure the concern received is a health, safety or environmental issue and meets the required criteria. The Director of Emergency Services will then include it on the agenda so it can be presented to the HSC at the next scheduled meeting.

1.1.3. Members shall review the health, safety or environmental concern and if necessary direct the Director of Emergency Services to conduct any research or carry out any

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investigations required. The Director of Emergency Services will report any findings back to the HSC.

1.1.4. Suitable recommendations are to be developed. HSC members shall then vote on the proposed recommendation(s). Subject to reaching a consensus of 85%, the Director of Emergency Services will present the proposed recommendation(s) to the department manager, at a manager's meeting, to the County Administrator or to County Council.

1.1.5. The recommendations presented should include a target date for completion and identify a person responsible to see that it is addressed.

1.1.6. The Director of Emergency Services shall follow up on all proposed recommendations to ensure concerns are dealt with in a timely fashion. As appropriate, the worker will be informed on how the matter was addressed and/or resolved.

1.1.7. All concerns brought forward shall be kept confidential to maintain the integrity of the HSC.

1.2. The HSC will develop strategies that will recognize workers for their contribution to the Health and Safety Program. The Director of Emergency Services will forward these proposed strategies to the County Administrator for approval.

1.3. Management is responsible to ensure hazard assessments, formal inspections and work site hazard assessments are completed for all work sites based on the nature of the work carried out at the site and as listed in the Health and Safety Program directives. The Director of Emergency Services will assist management and staff on occasion with the identification of hazards and in recommending effective controls. Working with management, the Director of Emergency Services may call on a HSC member(s) or another staff member(s) to provide their assistance with hazard assessments, formal inspections, or work site hazard assessments. This assistance can be very beneficial if they currently work in that department or have relevant experience or expertise. Any assistance provided shall follow the directives of the Safety Program and it will remain the manager's responsibility to ensure any identified deficiencies are addressed and documented.

1.4. When an incident occurs it is the responsibility of the supervisor and the Director of Emergency Services to ensure incident reports are completed and where necessary investigated. In order for accurate and effective investigations to be carried out, the prompt arrival at the scene of an incident is very important. If the Director of Emergency Services will be delayed from attending immediately, the supervisor will be notified and provided with direction and/or instructions. The Director of Emergency Services may also contact a member of the HSC or another staff member to provide assistance with the initial incident investigation process.

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1.5. The Director of Emergency Services will provide the HSC with an overview of recent incidents, the results of any investigations carried out and the subsequent changes made to procedures, processes, equipment, etc.

1.6. The HSC Terms of Reference shall be reviewed by the HSC at least every three years. The County Administrator and the International Union of Operating Engineers, Local Union No. 955 (IUOE) Business Agent shall be kept informed of all proposed changes. The completed document will then be forwarded to County Council for approval.

### 2. MEMBERSHIP

2.1. Membership shall consist of two (2) elected officials and one (1) alternate who will only attend in the absence of the regular elected official, two (2) elected Union representatives, one (1) management representative, and two (2) out-of-scope employees. Every attempt shall be made to maintain an equal balance of management and worker representation. The HSC shall enjoy the full support of the County of Wetaskiwin Management, County Council and the IUOE in the interests of maximum service to the employees. The HSC shall at the initial meeting(s) draft terms of reference and rules of operation and procedures which shall then be submitted to the County Administrator for approval, with a copy forwarded to the IUOE Business Agent for review. Members wishing to sit on the HSC or remove themselves as a member shall obtain approval from their supervisor and then inform the Director of Emergency Services. With the exception of the Director of Emergency Services, members shall be appointed by the County Administrator and consist of a minimum commitment of one (1) year. A maximum term of four (4) years is preferred to allow for the infusion of new ideas and input from new members, however, members may continue to serve on the HSC if a replacement is not available.

2.2. Members should endeavour to set an example for their co-workers by practicing safe work habits both on and off the job, and by presenting a positive attitude towards the Health and Safety Program. Members and the Director of Emergency Services can serve as a communication link to management in their respective departments.

2.3. As schedules allow, members may attend the following courses available through the Alberta Municipal Health and Safety Association:

2.3.1. Joint Health and Safety Committees - 1/2 day

2.3.2. Overview of Health & Safety Management Systems - 1/2 day

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2.4. Any member wishing to attend the Health & Safety Management Systems (2 days) and the Health & Safety Management Systems Audit (2 days) to become a certified Partners' In Injury Reduction Program Auditor to support the Health and Safety Program must first obtain the approval of their supervisor and forward their request to the Director of Emergency Services.

2.5. The Chairperson shall be nominated every two years from within the HSC.

2.6. A Secretary shall be selected to record the minutes of the meetings, as well as work with the Director of Emergency Services to prepare and distribute the agenda for each meeting. The Secretary shall be selected from within the HSC.

### 3. FREQUENCY OF MEETINGS

3.1. Meetings will be held the second Monday of January, April, July and October, taking into account scheduling conflicts, at which time a more suitable date will be selected.

3.2. A copy of the minutes shall be forwarded to the Director of Emergency Services, the County Administrator, County Council and the IUOE Business Agent.

3.3. Minutes shall be posted on department bulletin boards. All names and any personal data shall be kept confidential to maintain the integrity of the HSC.

3.4. Emergency meetings can be scheduled to deal with urgent matters. The request to hold an emergency meeting shall be forwarded to the Director of Emergency Services and/or the Chairperson to determine if a meeting is required. A copy of the emergency meeting minutes shall be forwarded to the Director of Emergency Services, the County Administrator, County Council and the IUOE Business Agent.

### 4. AUTHORITY

4.1. The HSC is an advisory body that can work with workers, management, and the Director of Emergency Services to recommend solutions to health, safety and environmental issues, problems or concerns.

4.2. The HSC shall not be responsible to carry out any of the recommendations or changes, or be held accountable for unsafe or unhealthy conditions or acts in the workplace.

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