

# Element 4

## Joint Worksite Health and Safety Committee/Representative





## Table of Contents

Joint Work Site Health and Safety Committee and Health & Safety Representatives .....	3
Alberta OHS Legislation .....	3
Occupational Health & Safety Terms .....	5
Committee and Health & Safety Representatives Terms of Reference.....	5
1.0 Purpose of Committees & Representatives.....	5
2.0 Employer and Worker Responsibilities .....	6
3.0 Membership of Joint Worksite Health & Safety Committee .....	6
4.0 Terms of Office & Succession Strategy .....	7
5.0 Functions of Committees and Representatives .....	7
6.0 Duties of Health & Safety Representatives/Committee Members.....	7
7.0 Member and Representative Responsibilities .....	8
8.0 Participating in Worksite Inspections .....	9
9.0 Participating in Worksite Investigations and Work Refusals .....	10
10.0 Coordinating with Other Safety Representatives and Committee Members.....	11
11.0 Recommendations to the Employer or Prime Contractor .....	11
12.0 Accompany OHS Officer .....	12
13.0 Entitlements of Committee Members and Representatives .....	12
Committee Administrative Processes .....	14
Meetings .....	14
Meeting Quorum .....	14
Meeting Frequencies, Schedule and Approval Steps.....	14
Record Keeping .....	16
Terms of Reference Amendments .....	16
Review of Terms of Reference and Worksite Counts .....	16
Terms of Reference Review and Approval.....	17
Element 4 – Forms & Checklists.....	18



## Joint Work Site Health and Safety Committee and Health & Safety Representatives

### Alberta OHS Legislation

*Alberta's Occupational Health and Safety (OHS) Act requires that under certain circumstances, an employer establishes a Health and Safety Committee or Health and Safety Representatives in the workplace. The committee and representatives' roles must be clearly defined, understood, and accepted.*

*The Alberta OHS Act, Part 3 legislation identifies that employers have 20 or more workers on a work site and work lasts more than 90 days, shall have a Joint Work Site Health and Safety Committee, JWSHSC. Where the employer has work sites where there are 5-19 workers on a work site lasting longer than 90 days would require a Health and Safety Representative, HSR.*

Alberta's Occupational Health and Safety (OHS) Act requires that under certain circumstances, an employer establishes a Health and Safety Committee or Health and Safety Representatives in the workplace. The committee and representatives' roles must be clearly defined, understood, and accepted.

The Alberta OHS Act, Part 3 legislation identifies that employers may have a single employer requirements and multiple employer requirements to determine if a health and safety representative is required or a health and safety committee is required.

#### A single employer requirement;

- A single employer on all worksites, needs to add up all their workers on all the worksites where the single employer has workers working.
- If the single employer worksites have a total of 5-19 workers on all worksites would require a Health and Safety Representative, HSR.
- If the single employer worksites have a total of 20+ workers on all worksites would require a single Health and Safety Committee.

#### Multiple employer requirements;

- Two or more employers are on a worksite need to total number of workers from each employer at the worksite, for worksites lasting longer than 90 days.
- If the total of both employer's number of workers on the worksite is between 5-19, the worksite requires one of the employers to coordinate a worker working at the worksite to be selected as a health and safety representative.
- If the total of both employer's number of workers on the worksite is 20+, then the worksite would require the coordination of a health and safety committee.

#### Prime Contractor requirements;

- When the municipality hires a prime contractor, the requirements for the prime contractor applies to the construction worksite when determining if a committee or a representative is required.
- The municipality will need to determine who will be the prime contractor for the construction worksite, lasting longer than 90 days, and coordinate either a committee or representative for the construction worksite.



When the municipality owns the land and/or building and leases/rents the operations to a non-profit or for-profit organization requirements. The worksite is deemed longer than 90 days, such as Ag Society owns the building and operates the arena/rink and the municipality owns the land;

- If the municipality owns the land or building and leases to a non-profit organization or for-profit organization, then the municipality will need to identify under the contract/lease terms who will be responsible for coordinating, training and communicating, and determine if the total number of workers require a committee or representative.
- The total number of workers need to include any contractors, volunteers or municipal workers working at the leased land/building site.
- If the municipality owns the land and/or buildings and is the registered owner, unless defined by contract, the municipality defaults as the employer of the land/facility and is responsible for ensuring either a committee or representative is required and meet the Alberta OHS legislative requirements for setting up a committee or representative.

Health and Safety Committees forums and Representatives roles are essential for workers to participate in the Town's Health and Safety program. These roles ensure supervisors and workers discuss health and safety issues in the workplace and work collaboratively to find ways to address them.

The Committees and Representatives allow workers to participate in OHS and support the three basic rights of workers;

- the right to know
- the right to participate
- the right to refuse dangerous work

The Health and Safety Representatives and Committee members help to promote awareness and interest in health and safety. These individuals form a vital part of the internal responsibility system by creating mutual accountability for health and safety.

An internal responsibility system functions best when it recognizes the roles and responsibilities of all work site parties and encourages joint participation in recommending solutions to health and safety issues.

The health and safety committee are an integral part of the internal responsibility system in the workplace, representing the collective contributions of workers and employers.

The following legislation and information guidelines were a reference to identify the requirements for the Health and Safety Representatives and the Joint Worksite Health & Safety Committee requirements.

- Alberta Occupational Health and Safety Act, January 1, 2019, Part 3 Joint Work Site Health and Safety Committees and Health and Safety Representatives
- LI036 Joint work site health and safety committee
- LI037 - Do I need a join work site health and safety committee or a health and safety representative
- LI40 – Health and safety representative
- LI003 – Joint work site health and safety committee member's guide
- AMHSA – JWHSC and HSR Alberta Labour Update e-Memo, December 16, 2019



## Occupational Health & Safety Terms

The following are terms and acronyms used in the Terms of Reference.

<b>Term or Acronym</b>	<b>Definition</b>
<i>HSC</i>	Health and Safety Committee, comprising of committee members, co-chairs, employer representatives, and worker representatives.  Worksites having 20+ more workers across all the employer’s worksites require a committee, or if required, under an OHS Order.
<i>HSR</i>	Health and Safety Representative, comprising of worker representatives, are required for that have 5-19 workers cross all the employer’s worksites, or if required, under an OHS Order.
<i>JWSHSC</i>	Joint Worksite Health and Safety Committees
<i>OHS</i>	Occupational Health and Safety.
<i>Worker</i>	A person engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization or employer and includes self-employed persons. Volunteers and students are considered workers when working for a municipality for no pay or work experience, AB OHS Act 1(aaa).
<i>Employer</i>	A person who employs or engages one or more workers, including a person who employs or engages workers from a temporary staffing agency. A person designated by an employer as the employer’s representative. A director or officer of a corporation or a person employed by the employer who oversees the occupational health and safety of the workers employed by the corporation, e.g., managers, CAOs, supervisors, AB OHS Act 1(n).

## Committee and Health & Safety Representatives Terms of Reference

A Terms of Reference is developed to set out the mandate, structure, and functions of the committee and representatives. The Terms of Reference identify specific duties, the term of office, quorum, training requirements and responsibilities of the committee members and health and safety representatives.

### 1.0 Purpose of Committees & Representatives

The committee and representatives identify opportunities and recommend initiatives to promote physical, psychological and social well-being continual improvements in the operation and effectiveness of the Town’s Health and Safety Program.

The committee and representatives help department management fulfill their obligation to address workers concerns related to hazardous activities or conditions that affect workers’ health and safety across the municipality’s business operations.



The Terms of Reference will incorporate any amendments to the OHS Act or collective agreement provisions, as applicable.

## 2.0 Employer and Worker Responsibilities

### *Managers & Supervisors Responsibilities*

Managers and supervisors are responsible for supporting health and safety representatives, and committee members fulfil their duties and obligations, as outlined by the Alberta OHS legislation.

Managers and supervisors are responsible for following up with any concerns, complaints, or issues brought forward from a Health and Safety Representative or a Committee member and respond to the health and safety concern within 30 days.

Managers and supervisors are not to discipline any worker for fulfilling their role as either a health and safety representative or committee member when the representative/committee member is conducting health and safety representative/committee duties.

### *Workers Responsibilities*

Workers are responsible for participating in health and safety program activities or training as recommended by health and safety representatives and committee members and approved by management.

Workers are responsible for reporting health and safety concerns to their health and safety committee member, representative, supervisor or manager without reprisals.

## 3.0 Membership of Joint Worksite Health & Safety Committee

A committee shall consist of at least four (4) members, of whom at least half represent workers who are not associated with management of the worksite.

The employer shall select the employer member(s) of the committee.

When a worker member on the committee or a health and safety representative is no longer employed, then the worker member or health and safety representative shall be replaced as soon as practicable.

### *3.1 Composition of the Committee*

Committees must have at least two co-chairs;

- One chosen by the employer members on the committees
- One chosen by the worker members on the committee
- The co-chairs shall alternate in serving as chair at meetings of the HSC and shall participate in all decisions of the committee



### *3.2 Posting of Committee and Representatives Contact Information*

Names and contact information of health and safety representatives must be posted conspicuously at every work site.

Posting names and contact numbers of committee members and representatives provide workers easy access to the contact list, i.e., contact lists posted in lunchrooms, central office locations, near first aid kits.

### 4.0 Terms of Office & Succession Strategy

The term of office for the committee members and representatives is no less than one year, and they may continue to hold office until their successors are selected or appointed.

Replacing a successor on the committee or representative;

- If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- If an employer member of the committee is unable to complete the term of office, the employer will appoint another member.
- Complete the required training new committee members or representatives before replacing a successor, if possible.

All members are encouraged to promote the value of being a Health and Safety Representative or Committee member and assist the work site they represent and assist in finding their replacement.

### 5.0 Functions of Committees and Representatives

The committee is an advisory body, and its primary function is to identify, evaluate, and make recommendations concerning health and safety hazards and issues in the workplace.

The committee will encourage workers to discuss any OHS concern with their manager/supervisor before bringing it to the attention of the committee.

All committee and representatives' members will strive to fulfil their roles and responsibilities by working cooperatively, following the processes in these terms of reference, and make every effort to reach consensus on issues for the effective operation of the committee.

### 6.0 Duties of Health & Safety Representatives/Committee Members

The committee members and health and safety representatives have several required duties and functions to help prevent injuries and illnesses from happening in the workplace. The Alberta OHS Act specifies the following duties (Part 3, Section 19);

- a) Receipt, consideration, and disposition of concerns and complaints regarding the health and safety of workers.*



- b) *Participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site, (e.g., contractors, visitors, volunteers).*
- c) *Development and promotion of measures to protect the health and safety of individuals at the work site and checking the effectiveness of these measures.*
- d) *Cooperation with an OHS officer exercising duties under the Act, regulation, or OHS code.*
- e) *Development and promotion of programs for education and information concerning health and safety.*
- f) *Making recommendations to the employer, prime contractor, or owner respecting the health and safety of workers and improvements to the health and safety program and system.*
- g) *Inspecting work sites at regular intervals.*
- h) *Participation in investigations of serious injuries and incidents/near misses at the work site in accordance with the Alberta OHS Act, Section 40.*
- i) *Maintenance of records in connection with concerns or complaints and the attendance to other matters relating to the duties of a health and safety representative.*
- j) *Any additional duties may be specified in the Occupational Health & Safety Act, Regulations, and Code.*

## 7.0 Member and Representative Responsibilities

Health and safety committee members and representatives are to fulfill their duties and responsibilities to the best of their abilities, as outlined in the Alberta OHS legislation.

### 7.1 Co-chairs Designates

- Select two (2) alternating co-chairs within the committee.
- Employer committee members choose one co-chair.
- Worker committee members choose one co-chair.

The co-chairs shall:

- Take a leadership role in guiding the committee discussions toward definite conclusions.
- Lead the meetings and keep them on track (follow the agenda and process).
- Strive to achieve consensus.
- Ensure maintenance of an unbiased viewpoint.
- Arrange/ prepare the agendas and distribute meeting agenda and materials.
- To review previous meeting reports and materials before the next meeting.
- Complete and maintain committee agendas and minutes.

### 7.2 Chair/Co-Chair Responsibilities

The legislation duties for co-chairs are responsible for the following specific responsibilities regarding meetings of the joint work site health and safety meeting minutes, Alberta OHS Part 3, Section 27(5 a-c).

- Must ensure that all committee meetings are held and recorded and shall participate in all decisions of the committee.
- Either co-chair or a health and safety representative may call a special meeting of the committee with the employer or prime contractor to deal with urgent concerns at the work site.



- A special meeting of the joint work site health and safety committee must convene a special meeting if requested to do so by an officer.
- Must provide a copy of the minutes to the employer within seven (7) days of the committee meeting.
- Ensure distribution of meeting minutes and decisions to all committee members, health and safety representatives, department managers, CAO or designate, and the Fire Chief or designate.
- Must ensure posting of committee minutes at all work sites for all workers within seven (7) days of the committee meeting.

### *7.3 Committee Members and Representatives Responsibilities*

- Attend all committee meetings, when possible. If a committee member or representative is unable to attend, then all relevant correspondence and documents are reviewed, and any assigned tasks are acknowledged.
- Participate and contribute to the team by representing employees in their respective areas of the organization.
- Before the committee meetings, review meeting materials and be prepared to contribute to the discussions.
- Seek input, from staff regarding the programs, gaps, issues, and questions.

### *7.4 Confidentiality and FOIPP*

Adhere to the requirements under FOIPP and the confidentiality of personal information when committee members or representatives are reviewing incident investigation forms, complaints/concerns or work refusals personal and all confidential information is to be redacted.

Personal information must be redacted from recommendation reports and may include the work area or workers affected by the changes. Personal information regarding who made the complaint, concern, or work refusal needs to be kept confidential from final reports.

Details of personal information may need sharing when investigating team members are investigating a work refusal, incident or work injury — sharing the details of the personal information within appropriate personnel, to complete the investigation or provide assistance or health care services to an injured worker.

When managers, supervisors, prime contractors, committee members, co-chairs or health and safety representatives are involved in assisting with the investigation, sensitivity, and confidentiality of personal information is to be adhered to, and follow the requirements under the FOIPP, Freedom of Information and Protection of Privacy legislation.

### *8.0 Participating in Worksite Inspections*

On a rotational basis, identified committee members shall inspect the physical condition of a designated town facility on a quarterly basis.



Committee members are to complete work site inspections before the committee meeting.

Committee members and representatives are encouraged to rotate throughout the year when completing workplace inspections.

Where practical, a management person for the work area or a management committee member should accompany the worker conducting the worksite inspection.

The inspections should follow the worksite inspection schedule developed by the committee.

Distribute the worksite inspection schedule to all committee members, representatives and the department and area managers.

Record all health and safety concerns raised during the physical inspection on an appropriate workplace inspection report form. Inform area managers and supervisors on the identified corrective actions or deficiencies.

Forward the workplace inspection form to all committee members and representatives prior to the committee meeting.

#### 9.0 Participating in Worksite Investigations and Work Refusals

The health and safety representative and committee worker members may be required to participate in the investigations of serious incidents, near misses and any other accidents or incidents reported. Serious injuries and incidents, defined in the Alberta OHS Act 40(2), must be reported immediately to OHS.

The investigation of serious incidents must be conducted with the participation of the employer, prime contractor and a joint worksite health and safety committee member or a health and safety representative if there are a representative, committee members or prime contractor at the work site.

The health and safety representative or committee member must accompany an OHS officer during an investigation if requested to do so by the Officer.

A worker member shall be made available to be present at any inspection into a work refusal by a worker and shall attend such inspection without delay.

Preparing a written report of the investigation of all incidents, near misses, potential serious injuries, illnesses, and work refusals for each incident investigated are required.

Must provide a copy of the investigation report to the health and safety representative or committee member participating in the investigation. Provide completed investigation reports and identified corrective actions to the committee or health and safety representatives for any further follow-up required from the investigation.



## 10.0 Coordinating with Other Safety Representatives and Committee Members

The duties of the committee members and representatives may involve coordinating activities and follow up actions with other work site representatives, managers, supervisors, and other workers at the work site.

Communication is critical to ensure work site managers and supervisors are informed, with reasonable notice based upon the severity of the situation.

Coordinating activities with multiple work site committee members, co-chairs and representatives may include, but not limited to;

- Inspections
- Investigations
- Training
- Meeting attendance
- Assisting with workplace health and safety concerns
- Promoting health and safety education and programs
- Assisting an OHS Officer at a work site
- Following up with a Prime Contractor's health and safety concerns

## 11.0 Recommendations to the Employer or Prime Contractor

The committee or representatives will make recommendations to the employer, (senior manager or management designee), or to the prime contractor to improve the health and safety of employees and follow up on the status of the recommendations.

The committee or representative must complete a report that includes outlining the issue, work refusal, or hazardous condition found in the workplace. Recommendations could include but are not limited to;

- Continuous improvements in health and safety in the workplace.
- Preventative actions in response to incidents/accidents in the workplace.
- Improvements to workplace inspections or review of local workplace programs.
- Alternative solutions, costs of implementing the corrective or preventative actions, and timelines.
- Identify the consequences of actions or no actions.

The committee members or representatives will review responses to their written recommendations.

The employer (senior manager or management designee) or prime contractor must provide a written response within thirty (30) days.

The employer or prime contractor's response shall contain a timetable for implementing acceptable recommendations or give reasons for not accepting recommendations.

- It is directly related to health and safety.
- Doable (reasonably capable of being done).



- Comprehensive and complete: that is, the employer will not need more information to decide.
- Recommend short-term (interim) corrective actions and long-term corrective actions when applicable.
- Forward copies of Committee recommendation to the CAO, senior managers, and supervisors, if warranted.

### *11.1 Dispute Resolution with the Employer or Prime Contractor*

Unresolved situations, either the employer, prime contractor, health and safety representative or health and safety committee member may refer the matter to an OHS officer.

### *11.2 Dispute Resolution with the Committee*

If the HSC fails after trying in good faith to reach a consensus about making recommendations to the employer, either co-chair of the HSC has the power to make unilateral written recommendations to the employer.

## 12.0 Accompany OHS Officer

- An OHS Officer may attend a joint work site health and safety committee meeting.
- If an OHS Officer is conducting a work site inspection, then a committee co-chair, health and safety representative or a designate may be present, unless the OHS Officer asks them not to attend the inspection.

## 13.0 Entitlements of Committee Members and Representatives

All work activities, job functions of a committee or representative shall be given enough time away from their regular duties to complete committee or representative duties and tasks. The committee member and representative shall be paid at their regular or premium rate, as appropriate.

### Committee Members and Representatives Entitlements;

- Pre-meeting preparation time.
- Such time as is necessary to attend committee meetings.
- Attend training, approved by the committee and employer.
- It is provided with enough time to carry out the members' functions and entitlements as outlined in these terms of reference.

In each workplace, one worker member of the committee or a worksite representative, and not necessarily the same member on each occasion, shall be afforded time from work to inspect the workplace as per the inspection schedule.



### *13.1 Committee and Representatives Training Entitlements*

An employer or prime contractor, as applicable, shall ensure that HSC co-chairs and HS representatives receive training concerning the duties and functions of a committee.

Committee members, co-chairs, and health and safety representatives are to be permitted time away from regular duties to attend training.

The committee members and representatives are to give reasonable notice to their employer. The employer shall permit the committee member or representative to take time away from the member's or representative's regular duties to attend health and safety training, programs, seminar, or courses of instruction.

The amount of time allowed annually for training is 16 hours or the number of hours the committee worker regular works during two shifts.

### *13.2 Training Requirements*

Training helps ensure the health and safety representative, committee members, and senior management are aware of the roles and responsibilities in the workplace.

The health and safety representatives and committee members provide support for the 3 basic rights of all workers at the work site: the right to know, the right to participate, and the right to refuse unsafe work.

The Town will conduct a training/orientation session for health and safety representatives and committee members on the Terms of Reference.

The employer must provide training to the health and safety representatives and committee members. An approved training facility is to conduct Part 2 formal health and safety representative and committee training, i.e., AMHSA or any other Certifying Partner.

The amount of training provided will be the greater of either 16 hours of formal training or the number of hours the worker usually works during two (2) shifts.

The employer shall permit the health and safety representative or committee member time away from their regular duties to complete the required training.

The health and safety representative or committee member needs to give their manager/supervisor reasonable notice.

Training for the committee members or health and safety representatives may include attending courses, workshops, conferences, seminars, on-line training, etc. The training must be documented and tracked to demonstrate the municipality is providing on-going training for the committee members or health and safety representatives.



The following chart indicates the mandatory committee co-chairs and health and safety representative training courses that must be delivered by an approved training facility, i.e., AMHSA Certifying Partner.

Training Course Description	Hours of Training	Mandatory Training
Part 2 Health & Safety Committee/ Rep Training An approved provider approved by Alberta Labour, (i.e., Certifying Partner, AMHSA)	6 hours	Yes

Other courses listed are examples of classroom and on-line training options available for the committee members and representatives. The following optional course are examples of health and safety training to make up part of the required 16-hours of annual training;

- Hazard Identification, Risk Assessment
  - Inspections
  - Investigations
  - Roles and Responsibilities for Supervisors
  - Alberta OHS Legislation
  - Workplace Harassment & Violence
  - Workplace Investigation Basic
  - Root Cause Analysis
  - Alberta Labour, Pre-recorded Bill 30 Updates
- HR Download Training Course Options
- A Guide to Workplace Incident Investigations
  - Due Diligence - Implementing and Managing Occupational Health and Safety
  - Fire Safety Training
  - Ergonomics
- Or any other health and safety training specific to the work site hazards

## Committee Administrative Processes

### Meetings

Shall meet within ten (10) days of establishment and shall hold quarterly committee meetings, at minimum. The committee will develop a schedule of meetings.

### Meeting Quorum

A quorum of a committee is ½ of the members if; both worker and employer representatives are present, and at least ½ of those present are workers.

It is required to meet quorum, then any decisions or meetings attended by the members present are valid.

### Meeting Frequencies, Schedule and Approval Steps

The committee shall hold its meetings and carry its duties and functions during regular working hours.

- The committee must meet within ten (10) days of being established and at least quarterly.
- The committee must convene a special meeting if requested by an OHS authority.
- The committee must perform inspections at the work site, at least once before each regular committee meeting.
- Meeting minutes must be approved by the committee and submitted to the CAO or designate and posted or electronically distributed to all work sites within seven (7) days of the committee meeting.
- E.g., Committee meeting held on June 1, must be approved by the committee and submitted to the CAO or designate and distributed to all work sites on or before June 8.



- Meeting minutes must record the date, time and location, committee member attendees, visitors/guests attending, names printed and signed attendance roster, agenda items and a summary of decisions, recommendations or follow-up actions made by the committee.

### *Meeting Approval and Distribution Steps,*

- The co-chairs have seven (7) days to complete, review, and have the health and safety representatives/committee members review and approve the minutes.
- Approval of meeting minutes can be an electronic email approval process.
- Co-chairs may wish to place a deadline, i.e., If your response for correction or change is not received by (identify a date), then it is assumed the minutes are approved.
- The co-chairs are required to sign and date the approved minutes and distribute to each work site health and safety representative to distribute.
- Each Health and Safety Representative is to print and post minutes on the work site's health and safety bulletin board.
- Health and Safety Representatives are expected to share minutes, and any follow up items discussed at the JWSHSC meeting.

### *Agenda*

The co-chairs or committee secretary will jointly prepare an agenda and forward a copy of the agenda to all committee members and representatives in advance of scheduled meetings.

- Carry forward any unresolved items raised from the meetings on the agenda for the next meeting.
- The co-chairs will prepare and distribute an agenda to members before the meeting.
- As soon as possible after the meeting, the Committee Secretary will prepare a meeting report and make it available to the employer, all Joint Health and Safety Committee members, and workers.
- The committee will promptly post a copy of the report of each meeting in a place readily accessible to employees.

The committee secretary shall:

- Arrange the meeting place.
- Notify members of meetings.
- Prepare meeting reports.
- Forward a copy of the meeting reports to the employer for distribution.
- Prepare recommendations and forward to the employer for a response.
- Prepare all committee correspondence.

### *Guest(s)*

Guests may be invited, with the consent of the co-chairs, guest(s) to attend a committee meeting, as a resource, to provide advice or expertise on specific items.



### *Meeting Minutes*

The committee co-chair leading the committee meeting will designate a committee secretary to take minutes for the meeting.

Minutes are to document all items raised in meetings, the status of the concerns or issues resolved or not resolved and required follow-ups.

Refrain from using committee members or health and safety representatives' names in the minutes, unless when recording attendance, or register the name of the committee member responsible for completing an identified action.

Minutes of meetings will be reviewed, edited where necessary and signed by the co-chairs, and circulated before approval timelines, within a seven (7) days of the meeting, to all committee members and representatives with a copy forwarded to the senior manager or management designee of the workplace.

Minutes should be posted in the workplace within seven (7) days of the meeting and remain posted until the next meeting.

### *Record Keeping*

The HSC shall maintain and keep all agenda and meeting minutes, completed workplace inspection reports, and workplace inspection schedules for review by an OHS officer.

The HSC shall maintain and keep these terms of reference.

The Committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for at least three years from the date of the JHS Committee meeting to which they relate.

### *Terms of Reference Amendments*

A committee vote is required to approve the Terms of Reference.

### *Review of Terms of Reference and Worksite Counts*

The committee members shall review the Terms of Reference every three (3) years.

The committee and the CAO will review the overall size of the municipality to determine if a health and safety representative or health and safety committee is required, based upon the Alberta OHS Act and legislative changes, December 13, 2019.

The committee, CAO and prime contractor will review the worksites, where a prime contractor is designated for worksites lasting longer than 90 days, and determine the need for a designated health and safety representatives or health and safety committees, based upon the Alberta OHS Act and legislative changes, December 13, 2019.



## Element 4 – Joint Health & Safety Committee/Representative

Implemented: 2020-01-01

Revised:

### Terms of Reference Review and Approval

These terms of reference should be reviewed annually and will remain in force and in effect until the Committee approves new Terms of Reference.

These Terms of References were last amended on \_\_\_\_\_, 2019, and approved by:

---

Spencer Miller, Worker Co-Chair

Date

---

Naomi Employer Co-Chair (Print Name & Sign)

Date



## Element 4 – Joint Health & Safety Committee/Representative

Implemented: 2020-01-01

Revised:

## Element 4 – Forms & Checklists