



# **Livingstone Range School Division Joint Health and Safety Committee (HSC) Terms of Reference**

## **1.0 Committee Mandate**

The Livingstone Range School Division Joint Health and Safety Committee (HSC) is a group of employees (Worker members), Alberta Teachers Association (ATA) and Canadian Union of Public Employees (CUPE) union members, and management (Employer members) working together to address health and safety matters that may impact the division. The mandate of the committee is to prevent or reduce losses from work related incidents and injuries and continuously improve workplace health and safety across the division by working with the occupational health and safety (OHS) site contacts. The OHS site contacts are workers who are chosen by the staff at the site and help promote safety in their site/school by presenting the HSC meeting minutes, maintaining the site/school safety board, assisting with inspections, and being the voice of the safety concerns at the site/school.

## **2.0 Duties of the Committee**

Duties include but are not limited to the following:

- Attend meetings and be prepared for the discussions
  - If a member is not carrying out their duties, the member will be notified that a replacement may be needed
- The receipt, consideration, and disposition of concerns respecting the health and safety of workers
- Review of the employer's work site inspection documentation
- Participation in the employer's hazard assessment
- The making of recommendations to the employer respecting the health and safety of workers
- When an officer inspects a work site, the officer may request any member of the joint health and safety committee, their designates, or a health and safety representative to be present at that inspection

## **3.0 Guiding Principles of Committee Operation**

- The Committee reports to and makes recommendations to the Superintendent and Executive Team.
- The Committee has an advisory role and is not directly responsible for carrying out recommendations.
- Policy/procedure decisions, implementation of recommendations, and monitoring for compliance remains the overall responsibility of the Superintendent and Executive Team

working with trustees and school/department management.

- The Committee does not replace the legal and job-related health and safety responsibilities of the employer and worker such as the obligations of workers to report hazards and the obligations of the employer to address unsafe conditions at work sites in a timely manner.
- Committee members have the authority to participate in workplace inspections as required.
- The Committee structure and process will allow for meaningful involvement of front-line staff (e.g. through posting of minutes and links to OHS site contacts).
- The Committee operates in a business-like fashion (i.e., agendas, regular meetings, regular attendance, and minutes).
- Sub-committees or task groups may be formed from time to time to carry out specific projects/tasks.
- All costs associated with committee participation shall be borne by the School Division.

## **4.0 Quorum, Decision Making and Follow up on Recommendations**

### **4.1 Quorum**

For regularly scheduled meetings, at least half of the members from both worker and employer (management) members must be represented and at least half of those present represent workers.

### **4.2 Decision Making**

The committee will make every effort to reach decisions through consensus. Where issues cannot be resolved through consensus, they will be noted in the minute's recommendations. A dispute resolution process will be implemented where consensus is not reached.

### **4.3 Follow up on Recommendations**

When recommendations or action items are identified by the committee, the employer (i.e., Superintendent and Executive Team) will either resolve the issue within 30 days or respond in writing within the 30-day timeframe and state how the concern will be addressed and when. The response must include a timetable and any interim control measures that will be implemented to address the matter. If the Superintendent/Executive Team does not agree to the recommendation(s) or does not accept there are any health and safety concerns, they must give reasons why in writing. If the parties cannot resolve a problem or address a concern, the employer or committee may refer the matter to an Alberta OHS Officer.

## **5.0 Committee Membership, Appointment, Replacement and Term**

### **5.1 Committee Membership and Appointment**

The HSC committee shall consist of at least 4 members but no more than 14 at least half of

which must represent employees/workers or non-supervisory staff. Employee representatives reflecting a broad spectrum of division operations will be included. Members will be recruited on a volunteer basis or appointed by their supervisor. The unionized groups, Alberta Teachers Association (ATA) and Canadian Union of Public Employees (CUPE), will have representation. The ATA and CUPE members shall be appointed or elected by the unions. If either union is unable to appoint members in an adequate amount of time, the union members will select members amongst themselves. Other employee group representation will be appointed by the workers they represent. Management representatives will be chosen by the Superintendent.

## **5.2 Member Replacement**

Terms of membership for standing members should be staggered, so that approximately one-third of the members fulfill their term in any given year. This approach provides continuity as well as the opportunity for knowledge transfer for new members. The replacement member is from the same employee group or work site that was represented by the departing member.

## **5.3 Membership Term**

Committee members will hold office for a term of not less than one year and may continue to hold office until their successors are selected or appointed. It is recommended that committee members serve a three-year term. Members may be appointed to serve on subsequent terms.

## **6.0 Committee Members**

Membership of the Livingstone Range School Division Joint Health and Safety Committee will be composed of representation from the following areas:

### **Employee/ Worker Reps (non-supervisory, non-management staff):**

- 1 Support Staff for Students – CUPE
- 1 Support Staff for Students – non-union
- 1 Maintenance Worker
- 1 Information Technology
- 2 school teacher/certificated staff ATA Members

### **Employer/Management Reps (Supervisory, Leadership or Management staff):**

- 1 Executive Team member
- 1 High school/junior high principal
- 1 Elementary school principal
- Coordinator of Facilities
- Transportation Coordinator

The committee members' name and contact information will be posted at each work site where workers are represented by the committee.

The committee, its individual members, or an OHS site contact must not disclose personal health information or the personal information of an identifiable individual unless the disclosure is required by law.

### **6.1 Co-Chairs**

The Committee must have two co-chairs selected. The employer or management co-chair is chosen by the employer members and employee/worker co-chair is chosen by the employee members.

The co-chairs will schedule/facilitate meetings, participate in decision making and ensure meeting minutes are recorded and distributed. Co-chairs alternate in serving as chair of the committee. Duties of the co-chairs include:

- Scheduling meetings and notifying members
- Preparing the agenda
- Inviting specialists or resource people, as needed
- Chairing and leading the meetings
- Reviewing and signing the minutes
- Acting on behalf of the committee between meetings
- Accompany Alberta Labor OHS officer(s) on inspections or investigations, if required

### **6.2 Secretary**

The committee secretary is selected by the committee from the worker members and cannot be the co-chair. Alternately the employer can appoint an employee to be the secretary; this employee would not be considered a member so cannot be involved in decision making processes.

The committee secretary will assist co-chairs to prepare agendas, take minutes of the meeting and assist with committee correspondence. Committee members will submit agenda items to the secretary and co-chairs at least 3 days prior to the next scheduled meeting. The secretary will update the list of committee contact information, the work plan, and the Terms of Reference as required.

### **6.3 Health and Safety Coordinator**

The health and safety coordinator is a permanent member of the committee. The role of the health and safety coordinator is to provide resources and technical support.

### **6.4 OHS Site Contact**

Each school/work site will select an OHS site contact. The OHS site contact is selected by their peers and cannot be a Principal or Vice-Principal.

Duties of the OHS Site Contact include:

- To promote health and safety information and education at the work site
- Assist with OHS implementation at the site level
- Make recommendations to the Principal for OHS improvements
- Issues impacting division wide health and safety will be brought forward to the HSC
- Liaison between work site/school and the committee. Ensure the Health and Safety Committee (HSC) minutes and communications are posted at the work site
- Receive health and safety concerns and forward to Principal or committee for follow-up
- Participate in and help coordinate hazard assessments, planned inspections, and incident investigations at the work site

## **7.0 Training**

The employer will provide HSC members with training on:

- The roles and responsibilities of co-chairs and HSC members
- Work site party obligations
- Worker's rights under the OHS Act

Administrators shall permit the HSC members and OHS site contacts to take the greater of 16 hours or the number of hours the worker normally worked during two shifts, to complete online orientation and/or attend work site health and safety training programs, seminars or courses of instruction. The costs are covered by the employer.

## **8.0 Committee Minutes/Communication**

Accurate, approved minutes including meeting dates and members present at each meeting will be kept by the committee secretary and distributed to the Superintendent and Executive Team within 7 business days following the meeting.

Minutes will identify topics discussed, recommendations and assigned actions. Copies of minutes will be maintained by the committee secretary for a minimum of 2 years and will be readily available for inspection by an auditor or Alberta Labor OHS Officer. Copies of minutes are distributed to the committee members and OHS site contacts electronically within seven days after each meeting is held for posting on the staff bulletin board(s). The OHS site contacts will share all communications from the HSC at school/work site staff meetings.

## **9.0 Meetings and Frequency**

The Committee will meet at least quarterly. Meetings will occur during normal working hours. HSC members are deemed to be working while performing committee work and entitled to take the time away from their regular duties for meeting preparation, meeting attendance, associated training, and to carry out assigned committee duties. OHS site contacts may attend committee meetings as observers or to present topics of interest or concern.

Special meetings may be initiated to deal with health and safety concerns. An HSC must hold a special meeting if asked to do so by an OHS officer. All costs associated with the committee are borne by the division.

## **10.0 Inspections**

Planned inspections of the work sites will be coordinated and implemented with the OHS site contact and the Joint Health and Safety Committee. Inspections will be completed annually at a minimum.

## **11.0 Incident Investigations and Work Refusals**

HSC members may participate with the employer in the investigation of work refusals, incident investigations, and may accompany OHS officers during investigations. Written reports must be provided to committee Co-chairs for review.

## **12.0 Terms of Reference Review**


These terms of reference should be reviewed and updated at least every 3 years or more frequently if there are significant updates to the Health and Safety legislation.

These terms of references were last amended on May 12, 2023 and approved by ATA President, CUPE President, and the current health and safety committee members.

As the designated representative for the identified employee group, my signature on this page demonstrates support for these Terms of Reference.

  
CUPE Local 2133  
Alison Sandilands, CUPE Local 2133 President

May 23, 2023  
Date


  
Livingstone Range ATA Local 014  
Ron Gillespie, ATA Local 014 President

May 15, 2023  
Date

**LIVINGSTONE RANGE SCHOOL DIVISION #68**

  
Jeff Perry, Associate Superintendent, Business Services

Sept 12, 24  
Date

  
Darryl Seguin, Superintendent of Schools

SEPT. 13, 2024  
Date