

Terms of Reference for School District #71 (Comox Valley)

Central Health and Safety Committee

1. Name of Safety and Health Committee

School District #71 (Comox Valley) Central Health and Safety Committee

2. Constituency

CUPE 439, C.D.T.A, Management

3. Purpose of Committee

It is a joint committee made up of employee and employer representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety and health program in the place of employment. The Committee shall oversee and co-ordinate Health and Safety issues as well as support site based committees.

4. Functions of the Committee

The committee shall:

- (a) (i) determine that regular inspections of the place of employment have been carried out as required by regulation 3.4 of Industrial Health and Safety regulations, and as frequently as has been established in School District Policy 3041MR6, 2.1.1., which states:
 - All locations within the district shall be inspected a least twice a year. Such inspections shall include all aspects of safety and will be conducted by a group made up of the school administrative officer, site supervisor, or designate; the site CDTA representative; the site custodian or other CUPE representative; and, as required, the Health and Safety Officer.
 - (ii) determine that accident investigations have been made as required by Section 3 of IH&S regulations, and
 - (iii) recommend measures required to comply with all IH&S regulations and to correct hazardous conditions and
- (b) determine that the structures, machinery, tools, methods of operation and work practices are in accordance with IHS regulations and
 - (c) consider recommendations from the work force in respect to industrial health and safety matters and shall recommend implementation where warranted, and

- (d) hold regular meetings quarterly for the review of:
 - (i) reports of current accidents or industrial diseases, their cause and means of prevention, and
 - (ii) remedial action taken or required by the reports of investigations and inspections, and
 - (iii) any other matters pertinent to industrial health and safety.
- (e) to appreciate the needs of employees (Management, CUPE, C.D.T.A., and others) and to ensure that dignity and self respect of all individuals is maintained in the recommendations and advice we give on health and safety issues.
- (f) in addition to the above, the committee will consider student health and safety issues that have been brought forward by the Health and Safety Officer.

5. Records

The Committee will keep accurate records of all matters that come before it at the School Board Office.

6. Meetings

- (a) The Committee will meet monthly on the last Thursday of the month from 3:30-5:00 p.m.
- (b) Special meetings, if required, will be held at the call of a chairperson.
- (c) A quorum shall consist of no less than four regular members, with equal representation between employers and employees

7. Agenda and Minutes

- (a) (i) An agenda will be prepared under the direction of the management chairperson and distributed to members at least 24 (twenty-four) hours prior to the meeting.
 - (ii) All items for the agenda should be submitted on or before the Thursday preceding the meeting.
- (b) Minutes will include attachments as recommended by the Committee.
- (c) Minutes will be prepared, by the recorder, as soon as possible after the meeting and will be distributed by e-mail.

8. Composition of Committee

- (a) The Committee shall consist of 12 members with an alternate named for each representative.
- (b) CUPE Local 439 will send three (3) representatives.
- (c) The C.D.T.A. will send three (3) representatives.
- (d) Management will send six (6) representatives, including school administrators.
- (e) The School District Health and Safety Officer, President of CUPE and President of the C.D.T.A. may attend as observers.

9. Committee Officers

- (a) Management, CUPE, and the C.D.T.A. will put forward a member to act as co-chairs throughout the year.
- (b) The chairperson will be appointed at the previous meeting.
- (c) Chairperson shall:
 - facilitate meetings
 - call special meetings when required
 - assist in recording minutes
 - arrange meeting place
 - ensure new members receive orientation upon appointment to the Committee as established in School District policy 3041MR4 sec.6, which states:

6. Safety Committees

- 6.1 All members of the district Health and Safety Committee and any required site safety committees shall, upon appointment to their committee, receive orientation in the following:
 - (a) safety legislation and regulation;
 - (b) district safety program
 - (c) role and activities of the safety committee
- 6.2 It is the responsibility of committee chairpersons to ensure that new members receive orientation.
- 6.3 The Health and Safety Officer will monitor and update the education of safety committees on an ongoing basis.

10. Amendments

These Terms of Reference will be reviewed annually at the September meeting and may be amended by a majority vote of the Committee Members.