

SASH Health and Safety Committee Guidelines

Intent

SASH is vitally interested in the health and safety of our employees, and has adopted these guidelines to ensure that our Health and Safety Committee (HSC) meets or exceeds compliance regulations regarding health and safety standards etc. The HSC will be committed to ensuring the safety of all employees, individuals, management, visitors, contractors and the general public. This will be accomplished through regularly scheduled meetings, inspections and suggestions for supervisors. The committee is not responsible for unsafe situations, but is responsible for providing suggestions to management so that management can ensure that unsafe situations are corrected.

Scope

These Guidelines apply to all SASH employees and management who are members or who may be members of the health and safety committee.

Guidelines

Under Alberta Law, every worker is held personally responsible for working with regard for the health and safety of themselves and others. Every supervisor and manager is obligated to take reasonable steps to ensure the health and safety of their workers. Every employer must do the same.

http://employment.alberta.ca/documents/whs/whs-pub_LI004.pdf

The HSC will meet on a quarterly basis to ensure that health and safety concerns are managed in an appropriate fashion, and will communicate to staff members regarding workplace hazards, safety measures, safe work procedures and safety compliance information as required under SASH's Health and safety policies and any other body of safety standards such as occupational health and safety regulations, and PDD's safety standards. The committee will meet on a quarterly basis and program areas will be inspected on a quarterly basis by the assigned members on a quarterly basis. Inspections and recommendations will be done prior to each quarterly committee meeting and discussed at each meeting.

At all times, the HSC will work towards the resolution and safe elimination or control of hazards in the workplace.

http://employment.alberta.ca/documents/WHS/WHS-PUB_li005.pdf

Duties of the HSC

1. Identify unhealthy or unsafe situations at the work site;
2. Recommend corrective action;
3. Ensure health and safety programs are established and maintained at the work site;
4. Ensure that regular meetings are taking place and that members of the HSC are passing along any issues so that the concerns are addressed;
5. Conduct quarterly inspections or program locations (sites) and ensure that follow-up takes place following the date of inspection;
6. Schedule meetings and discuss problems during the meetings and suggest solutions or timelines for the supervisors and/or management to consider;
7. All members must be present if the meeting is scheduled inside of regular working hours. Exceptions may be granted, but the workers and management must notify the remaining members of the committee with as much advance notice as possible;
8. Agendas must be created for each meeting to ensure that appropriate amounts of time are spent on issues and that the committee is efficient in evaluating safety concerns;
9. Minutes should be taken during the meeting so that they are an accurate reflection of the contents of the meeting and following the completion of the meeting,;
10. All members should be granted access to materials presented at the meetings except in the cases where confidentiality becomes a concern;
11. Ensure that workplace hazard identification and risk assessment inspections are conducted;
12. Review health and safety concerns as brought forth by staff members, and as indicated by accident/injury reports;
13. Review accident and incident reports to discover root causes and discuss how the root causes can be eliminated or mitigated to prevent further injuries or hazards.
14. Any safety issues that involve replacement or repair and cannot be immediately completed must be noted in the meeting logs and a deadline for completion assigned, along with the name of the member assigned to ensure that the issue is resolved;
15. Review and revise the company health and safety policies, and safe work procedures as necessary;
16. Maintain confidentiality except where disclosure of information is required by law.

Committee Members

Workplaces should maintain a HSC, comprised of both management and front line employees.

1. Chair /Co-Chair member: (1 member) The HSC will be chaired by the Health and Safety Leader.
 - Chair/Co-chair must ensure that every member is aware of the date and time of the meeting and that the meeting is scheduled to allow for the maximum attendance from members.

- The Chair/Co-chair must also ensure that every member is provided the opportunity to speak at the meeting and the meeting is not monopolized by one or two specific members.

Specific duties:

- Schedule meetings, notifying members
- Chair quarterly Health and Safety committee meetings
- preparing an agenda
- presiding over the meeting
- guiding meeting as per agenda
- ensuring discussion items end with a positive decision
- reviewing and approving minutes and keeping minutes
- assigning projects to members
- ensuring the committee carries out its functions in an effective and efficient manner
- reporting on the status of recommendations
- preparing and distributing minutes
- disseminate safety information to all members
- ensure quarterly safety inspections are completed for each program site/area on a quarterly basis.

2. Front line employee members: (4-6) front line employees that are not Coordinators or Team Leaders, and are selected by an interview process.

Specific responsibilities for all members:

- Participate in the development and implementation of programs to protect the safety and health of employees
- Deal with employee complaints and suggestions concerning safety and health
- Make recommendations to management for accident prevention and safety programs, and monitor effectiveness
- Attend committee meetings
- promote and monitor compliance with health and safety regulations
- carry out workplace inspections
- advise on personal protective equipment as applicable
- Any members who see unsafe work habits have the responsibility of providing guidance to the party performing the task in an unsafe manner. Supervisors should be available to provide support for the members.

Members of the HSC are required to point out any unsafe work practices.

3. Administration Members: (Up to 3) Administration employees of SASH, (Coordinators or Supervisors) appointed to the role by the Executive Director.

Specific responsibilities for all members:

- Participate in the development and implementation of programs to protect the safety and health of employees
- Deal with employee complaints and suggestions concerning safety and health

- Make recommendations to management for accident prevention and safety programs, and monitor effectiveness
- Attend committee meetings
- promote and monitor compliance with health and safety regulations
- carry out workplace inspections
- advise on personal protective equipment as applicable
- assist in the development of organizational health and safety policies and standards

Compensation

All time spent while attending HSC meetings, or performing duties required by the HSC under regulations set forth by applicable health and safety regulations shall be defined as hours worked for SASH and shall be compensated at the employee's regular wage. These hours must be approved by the Chair of the Committee.

HSC members are required to provide their Supervisors with as much advance notice as possible regarding obligations, and time requirements that will remove them from their regular job duties. Inspections should be done with Coordinators or Supervisors at the location to help with the inspection reports. Committee members should schedule inspections with the supervisors in attendance at the inspection location.

Training

All HSC members are required to successfully complete health and safety training including HSC orientation and any other SASH specific applicable requirements.

HSC Meetings

HSC meetings shall be scheduled quarterly at minimum, and additional meetings scheduled as needed.

Acknowledgement & Agreement

I, _____, acknowledge that I have read, understand, and agree to adhere to the Health and Safety Committee Guidelines of SASH. I will also execute to the best of my ability the duties of me as a member of the SASH health and safety committee and I will not, without due authorization, disclose or make known any matter or thing which comes to my knowledge by reason of me being a member of the SASH health and safety committee.

Name: _____

Signature: _____

Date: _____

Witness: _____