

**WORKPLACE SAFETY AND HEALTH
DUTIES OF COMMITTEES AND SCHOOL DIVISION**

Duties of Committee Co-Chairs

- Chairpersonship alternates between the two from meeting to meeting.
- Assist in conducting investigations into serious incidents.
- May call special meetings to deal with matters of urgent concern.
- Sign for the receipt of orders and documents from the Workplace Safety and Health Officers.
- Ensure the Workplace Safety and Health minutes have been given to the Seven Oaks School Division.
- Participate as a committee member.
- Prepare the agenda for meetings.

Duties of a Committee

- The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers.
- Participation in the identification of risks to the safety or health of workers or other persons arising out of or in connection with activities in the workplace.
- The development and promotion of measures to protect the safety, health and welfare of persons in the workplace and checking the effectiveness of such measures.
- Cooperation with a safety and health officer exercising duties under this Act or the Regulations.
- The development and promotion of programs for education and information concerning safety and health in the workplace.
- The making of recommendations to the employer respecting the safety and health of workers.

- The inspection of the workplace at regular intervals.
- The participation in investigations of accidents and dangerous occurrences at the workplace.
- The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee.
- Such other duties as may be specified in this Act or prescribed by Regulation.

Duties of Seven Oaks School Division

- Will provide Workplace Safety and Health bulletin boards in a prominent place exclusively for Workplace Safety and Health matters. The bulletin board will post:
 - The names of each committee member and the date each member's term of office expires.
 - The scheduled dates, time, place of meetings.
 - Meeting agendas.
 - Copies of the minutes of each meeting, signed by the co-chairpersons, must remain posted until all matters of concern recorded in the minutes are resolved.
 - Any item recommended to be posted by a committee member.
- Respond in writing to committee recommendations within 30 days, unless the recommendations have been implemented.
 - A written response will include a time table for implementing the recommendations that the Seven Oaks School Division accepts and give reasons why the Seven Oaks School Division disagrees with any recommendations that they do not accept.
 - If no agreement can be reached the Seven Oaks School Division (or the committee or a committee member) may refer the matter to a Workplace Safety and Health Officer.
- Provide lost-time injury information to committee members.

- Allow committee members to examine any log book, assessment, inspection report or other records that the employer is required to keep under the Workplace Safety and Health Act or regulations.
- Allow a committee member to take time off regular duties in order to carry out duties as a committee member.
 - Pay the member at the regular or premium rate as applicable, for time spent carrying out duties as a committee member.
- Provide a suitable meeting place for the committee during regular working hours.
- Provide each committee member 2 days paid educational leave annually for Workplace Health and Safety training.
- Consult and cooperate with Workplace Health and Safety committees.
- Advise Workplace Health and Safety committees of planned introduction of new equipment, new operating procedures or new chemicals or other substances.
- Distribute any information, documentation, concern forms, addressed to a committee or committee member as soon as reasonably practical, but no later than 7 days after the information is received.
- Meet with the committees at regular intervals not exceeding 3 months, to discuss Workplace Health and Safety matters.
- May call special meetings to deal with urgent concerns, serious incidents, accidents, dangerous occurrences or matters believed to constitute a serious risk. The Seven Oaks School Division agrees to attend these meetings if and when they occur.
- Seek assistance from a Workplace Safety and Health Officer if unable to resolve issues.

Duties of Workplace Safety and Health Committee Members

- Protect the anonymity of complainants who request same.
- Inspect dangerous conditions and/or call a special meeting to resolve the concern.
- Notify the complainants of any decisions or recommendations made by the committee relating to their concerns.
- Periodic inspections of their sites to determine any work hazards.

- Be aware of operating methods and hazards of equipment used at their site.
- Attend yearly site inspections with steering committee members.
- Participate in investigations of accident and dangerous occurrences.
- Review safety of new equipment, materials and processes and make recommendations if required.
- Accompany Workplace Safety and Health Officers during inspections or accident investigations (Co-chair or designate).
- Distribute, post, discuss safety and health information and educational material relevant to your site.
- A committee member must not disclose a worker's personal health information unless the disclosure is required or permitted by law.