

# Occupational Health and Safety Program

Document Owner	Organizational Role
Cynthia Fudgell	Health & Safety Manager

Version	Date	Author	Changes Implemented
1.0	2018	C. Fudgell	Original Version
1.1	November 2019	C. Fudgell	1.4 included Safety & Security in steps to resolve 8.0 include Safety Officer in steps
1.2	April 2022	C.Fudgell	Updated titles, removed Security

## Occupational Health and Safety Program

## Contents

Purpose .....	3
Scope.....	3
Occupational Health and Safety Policy .....	3
1. Leadership, Commitment and Responsibilities .....	4
1.1 Employer Responsibilities .....	4
1.2 Supervisor Responsibilities .....	4
1.3 Worker Responsibilities .....	5
1.4 Right to Refuse Unsafe Work.....	5
1.5 Prime Contractor.....	6
1.6 WorkSafeBC Regulation .....	6
2.0 Joint Occupational Health & Safety Committee (JOHSC).....	7
2.1 Duties of the Committee – Rules of Procedure .....	7
2.2 Committee Membership.....	7
2.3 Education and Training .....	7
3.0 Inspections .....	8
3.1 Inspection types.....	8
3.2 Hazard Identification.....	8
4.0 Hazard Control & Risk Assessments.....	9
4.1 Hazard Control .....	9
4.2 Risk Assessments .....	10
5.0 Safe Work Procedures, Training and Supervision.....	11
5.1 Written Safe Work Procedures .....	11
5.2 Training and Supervision.....	11
5.3 New Worker Orientation .....	11
6.0 Management Meetings.....	12
7.0 Incident Investigations .....	12
8.0 Injuries and Disability Management .....	13
9.0 Records and Statistics .....	13
Appendices.....	14
Appendix A – Occupational Health and Safety Policy.....	15
Appendix B – Occupational Health and Safety Committee Rules of Procedure.....	19

## Occupational Health and Safety Program

### Purpose

The Occupational Health and Safety (OHS) Program is designed to demonstrate Langara's commitment to providing all workers with a safe and healthy work environment. By providing sufficient resources and promoting a positive attitude towards health and safety, Langara is committed to complying with the requirements of the Workers' Compensation Act (the Act) and the Occupational Health and Safety Regulation.

### Scope

The OHS program applies to all staff, faculty, contractors and sub-contractors working for or on behalf of Langara. For the purpose of this document, any person working in the employ of Langara will be referred to as "Worker".

## Occupational Health and Safety Policy

A Senior Leader on behalf of the Executive Committee signs the Occupational Health and Safety (OHS) policy; it is dated and reviewed annually. **See Appendix A.**

The policy states:

- Langara's commitment to the OHS program
- Langara's commitment to protect the health and safety of Workers
- The aims and priorities of the program
- The responsibilities of the Employer, Supervisors, and Workers
  - The Employer – Langara College
  - Supervisors – Deans, Directors, Chairs, Faculty, Managers, and Supervisors
  - Workers – Employees, Contractors, and Sub-contractors

## Occupational Health and Safety Program

### 1. Leadership, Commitment and Responsibilities

#### 1.1 Employer Responsibilities

As the employer, Langara College has a duty to implement an occupational health and safety program with policies and procedures that are aimed at providing a safe and healthy workplace for its workers.

The Employer is responsible to:

- Ensure the health and safety of all workers in the workplace
- Ensure a copy of the Workers Compensation Act and the Occupational Health and Safety Regulation is available for workers to review
- Establish and enforce policies and procedures that meet health and safety standards and legislative requirements
- Provide supervision and training to ensure employees are performing duties safely
- Provide qualified first aid attendants and first aid facilities, and ensure injured employees are provided transportation to the nearest medical facility
- Provide and maintain personal protective equipment and ensure it is used appropriately
- Develop and enforce written safe work procedures
- Perform regular inspections to identify potential hazards and implement appropriate actions to correct unsafe acts or conditions
- Consult and cooperate with the Joint Occupational Health & Safety Committee

#### 1.2 Supervisor Responsibilities

A supervisor is defined as one “who instructs, directs, and controls workers in the performance of their duties”, regardless of their title or position.

A Supervisor is responsible to:

- Ensure that all workers under his or her direct supervision receive orientation, instruction and training to perform their duties safely
- Ensure that all safety policies and procedures are enforced and employees are held accountable for their safety performance
- Ensure that he or she is knowledgeable regarding the Occupational Health and Safety Regulation applicable to the work being supervised
- Participate in the development of safe work procedures
- Ensure that employees under his or her direction are made aware of all known hazards in the work area
- Ensure that workers are provided with and trained to use suitable personal protective equipment that is regularly inspected and maintained
- Investigate incidents and unsafe conditions without delay and ensure prompt corrective action is taken
- Consult and cooperate with the Joint Occupational Health & Safety Committee

## Occupational Health and Safety Program

### 1.3 Worker Responsibilities

All workers are responsible for ensuring their own safety as well as the safety of their colleagues.

Workers must:

- Be aware of hazards and report any unsafe conditions or acts immediately to a Supervisor
- Perform work in a safe manner by:
  - following safe work procedures
  - using personal protective equipment where required
  - not engage in horseplay
  - not work while impaired
- Report and seek treatment for all injuries occurring while in the course of work
- Consult and cooperate with the Joint Occupational Health & Safety Committee

All workers have key rights

1. The right to know about the hazards in the workplace
2. The right to participate in workplace health and safety activities
3. The right to refuse unsafe work without consequence

### 1.4 Right to Refuse Unsafe Work

WorkSafeBC Regulation 3.12 states that workers have the right to refuse any work that may be deemed as hazardous to his or her health and safety.

In such cases, Workers must:

- Report the unsafe situation to their Supervisor immediately
- The Supervisor must investigate the validity of the Worker's concern
- The Supervisor shall contact Safety and Security to advise of the concern
- If the Supervisor has deemed the work to be safe but the Worker still views it as unsafe, the investigation must continue to ensure the unsafe condition is resolved
- The investigation must include the Worker, the Langara Safety Manager or delegate and a member of the Joint Occupational Health & Safety Committee
- If the matter remains unresolved, the Langara Safety Manager or delegate or the Supervisor must contact a Prevention Officer from WorkSafeBC to initiate steps for a solution

## Occupational Health and Safety Program

### 1.5 Prime Contractor

Where there is no written agreement, Langara is deemed to be the Prime Contractor.

All contractors (prime or otherwise) will:

- Receive a safety orientation, identifying hazards and safe work procedures that will apply while on the premises.
- Will comply with all applicable parts of Langara's OHS Program.
- Provide Langara with the Supervisor or Manager's name and contact information prior to any commencement of work on site.
- Be responsible for the health and safety of Workers under their supervision.
- Provide supervision on the job site at all times.
- Alert the Langara site contact immediately of any hazards found or injuries occurred while on site.

Contactors that have been designated as Prime Contractor through written agreement, in addition to the above, shall also ensure that:

- Occupational health and safety processes are established and maintained in accordance with WorkSafeBC Regulation.
- A Site Safety Plan identifying hazards for the project and description of safety management throughout the project is provided to the Langara site contact.

### 1.6 WorkSafeBC Regulation

A copy of the Workers' Compensation Act and the WorkSafeBC Regulation is available to all workers. The Act and Regulation may be accessed via a link on the Health & Safety page of Langara's website or by contacting Safety directly.

## Occupational Health and Safety Program

### 2.0 Joint Occupational Health & Safety Committee (JOHSC)

The Joint Occupational Health and Safety Committee consists of worker and employer representatives who consult and collaborate with workers and management to identify and recommend solutions regarding worker health and safety issues.

#### 2.1 Duties of the Committee – Rules of Procedure

The JOHSC is an advisory committee that provides guidance and direction in identifying and mitigating unsafe acts and conditions. As such, the committee:

- Participates in the development of safe work procedures.
- Participates in investigations and assists in cause determination.
- Recommends actions to prevent recurrence after an incident has occurred.
- Participates in monthly inspections.
- Makes recommendations for improving health and safety.

The Rules of Procedure outline the full scope and terms of the committee. See Appendix B.

#### 2.2 Committee Membership

The committee consists of members who are appointed from:

- CUPE local 15
- LFA
- LCAA
- BCNU

The committee shall consist of a minimum of four (4) members with at least half the membership consisting of worker representatives. Two co-chairs will be selected; one by the worker representatives and one by the employer representatives.

**Employer Representatives** are appointed from those who exercise managerial functions for the employer. The employer representative speaks on behalf of the employer at committee meetings.

**Worker Representatives** are appointed from those who do not exercise managerial functions. They will also be selected to represent unionized and non-unionized workers, workers from different labour groups, and different shifts.

**Alternates** are appointed on the same basis as regular members. Alternates are to attend meetings when regular members are not available.

#### 2.3 Education and Training

Each member shall receive eight (8) hours of OHS education and training annually. New members will receive an additional eight (8) hours of introductory training outlining duties, functions and procedures within six (6) months of becoming a member.

### 3.0 Inspections

In order to maintain a safe work environment, Langara has implemented regular inspections. The process of performing inspections identifies unsafe acts and conditions that could potentially cause harm. It also assists in determining actions to correct hazards and prevent future occurrences that may cause unsafe conditions to develop. All unsafe acts and conditions are to be reported to Safety. Formal and special inspections include participation, where feasible, from members of the Joint Occupational Health and Safety Committee.

#### 3.1 Inspection types

##### Formal

Formal inspections include regularly scheduled checks during various times, such as daily, weekly, monthly or annually. The inspections include reviewing workplace buildings, structures, equipment and work practices.

##### Informal

Supervisors, staff, faculty, and contractors are expected to perform ongoing inspections of their respective work areas as part of their job duties. This includes ensuring that workers are trained to inspect machinery, vehicles and tools regularly.

##### Pre-operational

All tools, machinery, and mobile equipment should be pre-inspected prior to each use (sometimes called a pre-trip inspection).

##### Special Inspection

In the event of a malfunction or accident, a special inspection will be performed to ensure equipment is not used unless determined it is safe to do so.

During any inspection, any condition found to be unsafe must be reported to the Supervisor, documented and remedied in due course. A copy of the inspection report shall be provided to both the Joint Occupational Health and Safety Committee, and Safety for review.

#### 3.2 Hazard Identification

During formal safety inspections, a checklist and the A-B-C Hazard rating system is used. This system identifies the hazard severity and assists with the priority of implementing corrective actions.

##### Hazard Rating

A – High – Potential for causing loss of life and/or extensive damage to structure, equipment or material

B – Moderate – Potential to cause serious injury, illness or property damage

C – Low – Probable potential to cause a non-disabling injury or non-disruptive property damage



## 4.0 Hazard Control & Risk Assessments

### 4.1 Hazard Control

A hazard is a source that has the potential to cause harm to humans, property or the environment. Hazard controls are ways in which the risk of a hazard is reduced. Controls are implemented through following the Hierarchy of Controls in the following order:

#### 1. Elimination or Substitution

The first level to reducing the risk is by either eliminating the hazard or substituting it for another product or procedure that will be less harmful

#### 2. Engineering Controls

The next level of control requires modifying the workplace to reduce the source of the hazard.

Examples of modifications include:

Installing ventilation systems to reduce dust exposure

Installing guard rails to reduce falls from height.

#### 3. Administrative Controls

Administrative controls require implementing procedures that will reduce the exposure.

Examples include:

Scheduling tasks to limit the duration of exposure.

Varying and rotating tasks.

Written procedures, education and training.

#### 4. Personal Protective Equipment (PPE)

Where all other controls are not feasible, personal protective equipment will be used to reduce the risk of hazards. Workers will be trained on the use and care of such equipment.

## Occupational Health and Safety Program

## 4.2 Risk Assessments

A risk assessment is a process for determining aspects of the work that may have the potential to cause harm. By identifying hazards and their potential severity and frequency, controls/precautions can be implemented to either eliminate or minimize the risk of harm.

Risk assessments that must be completed or reviewed:

Subject	Regulation
Asbestos	6.6
Abrasive Blasting	12.98
Biological Agents	6.34
Cold Stress	7.34
Confined Spaces	9.9
Emergency Washing Facilities	5.88
Ergonomics (Musculoskeletal injury/MSI)	4.48
Exposure to Harmful Substances	5.54
Heat stress	7.29
Lead	6.59
Noise	7.3
Release of Hazardous Substances - accidental, fire or other emergency	5.99
Rescue or Evacuation of Workers	4.13
Silica	6.112
Toxic Process Gases	6.118
Working Alone or in Isolation	4.20.2
Workplace Violence	4.28

## Occupational Health and Safety Program

### 5.0 Safe Work Procedures, Training and Supervision

#### 5.1 Written Safe Work Procedures

Complex and high risk tasks require written safe work procedures. These procedures determine hazards, actions on how to perform the task, and methods to minimize the risks to employees. The procedures also identify training requirements and the experience needed to perform the tasks safely.

Written safe work procedures are required by Regulation for the following:

- Asbestos safety
- Biological safety
- Chemical safety
- Confined space entry
- Emergency evacuation
- Fall protection
- Lockout
- Violence in the workplace
- Working alone or in isolation

Safe work procedures for other tasks may also be delivered during safety talks or other training platforms. Collaboration and consultation for safe work procedures will be done with workers who are knowledgeable in the procedures and with the Joint Occupational Health and Safety Committee.

Safe work procedures will be reviewed:

- Annually
- As a result of an inspection or investigation
- If new equipment is introduced
- If the job changes

#### 5.2 Training and Supervision

Adequate instruction and supervision is an integral part of ensuring the safety and well being of our workers. Ensuring safe work performance is done through training workers to be aware of hazards, how to protect themselves from the hazards and how to perform their duties safely. Supervisors must ensure that workers follow the safe work procedures through training, observing, inspecting and enforcing the proper procedures.

#### 5.3 New Worker Orientation

Section 3.23 of the WorkSafeBC regulation mandates that new workers, those who return from extended absence, or those who have been transferred to a new position must receive orientation on or before the first day worked. See Appendix C.

The orientation shall identify:

- the name and contact information of the worker's supervisor
- the worker's rights and responsibilities
- the process for refusing unsafe work
- known hazards in the workplace
- instruction on safety policies and procedures
- contact information for the Joint Occupational Health & Safety Committee

## 6.0 Management Meetings

Leadership at Langara will ensure that safety is a topic at all management meetings. Management will review incidents, safety trends, and activities that may have an impact on the safety program. They will also collaborate with the JOHSC and determine appropriate courses of action for incident and injury prevention. Management will act upon recommendations from the JOHSC by either implementing the recommendation or suggesting an acceptable alternative.

## 7.0 Incident Investigations

The primary goal of investigating incidents is to determine actions to prevent recurrence. In the event of an incident, WorkSafeBC requires both a preliminary and full investigation to be completed. Both investigations must be completed by the Safety Officer, the Supervisor, the Injured Worker (if available), and if they are reasonably available, a member of the Joint Occupational Health & Safety Committee (JOHSC).

An investigation is required for:

- any incident resulting in an injury requiring medical treatment.
- incidents that did not cause injury or caused only minor injury but had potential to cause serious injury, death, or major structural damage (Near Miss).
- any incident determined to be serious (see serious incident reporting below).

**Preliminary Investigation** – must be completed within 48 hours of the incident. Its focus is to identify the causal factors that significantly contributed to the incident and take reasonable action to prevent a recurrence. The preliminary investigation must be provided to WorkSafeBC if requested and provided to the JOHSC.

**Full Investigation** – must be completed within 30 days of the incident with a copy provided to the JOHSC and WorkSafeBC. The full investigation identifies the causal factors, all corrective actions determined necessary to prevent recurrence, and timelines for implementation of the corrective actions.

**Serious Incident Reporting** – WorkSafeBC will be immediately notified by Langara’s Safety department should an incident result in any of the following:

- Death or risk of death.
- Critical medical intervention.
- Major fractures, crush injuries, lacerations causing haemorrhages, or circulatory shock.
- Major structural failure or collapse of a building, crane, hoist, temporary construction support system or excavation.
- Incidents involving major release of a hazardous substance.
- Incidents involving a fire or explosion that had potential to cause serious injury.

In the event of a serious incident, after attending to injuries and implementing actions to prevent further harm, the scene must be secured and left untouched until released by a WorkSafeBC Officer.

## Occupational Health and Safety Program

### 8.0 Injuries and Disability Management

In the unlikely event that a worker incurs an injury while in the course of work, the following shall take place:

- The Worker will contact First Aid for treatment
  - the First Aid Attendant will refer the worker for further medical treatment or will refer the worker back to work in a regular, light or modified capacity.
  - the First Aid Attendant shall provide a copy of the first aid treatment record (Form 7A) to the Safety Department.
- The Worker will report the incident to his or her Supervisor as soon as practicable.
- The Supervisor will complete and submit the Employers Report of Injury (Form 7) within 48 hours from the incident to Langara Safety and People & Culture for submission to WorkSafeBC.
- The Worker will complete and submit the Employee's Report of Injury (Form 6) to WorkSafeBC.
- The Supervisor will complete an incident report collaboratively with the Safety Manager or delegate for submission to JOHSC and WorkSafeBC.
- If the worker is unable to perform their regular duties due to injury or illness, when medically appropriate, the worker will be offered light, modified or alternate duties to accommodate their restrictions/limitations.

### 9.0 Records and Statistics

The College shall maintain records for Near Miss incidents as well as incidents causing lost time, medical aid, and first aid. Statistics are reviewed regularly in order to determine trends and measure the effectiveness of the OHS program and activities.

The following records are maintained:

Type of Records	Ref.	Length of Time Maintained
Asbestos materials on site	6.32(1)	Records of asbestos-containing materials inventories and risk assessments, inspections and air monitoring are kept for ten (10) years
First aid treatment records and Form 7s	3.19	Three (3) years
JOHSC minutes	WC Act	Two (2) years
Workplace Inspection reports	WC Act	One (1) year

Other records maintained include, but are not limited to,:

- Worker and Supervisor orientation and training
- Meetings and safety talks
- Progressive discipline enforcing safety rules
- Subcontractor pre-qualification documents
- Emergency response and drill records
- Safe work procedures

## Appendices

Appendix A – Occupational Health and Safety Policy

Appendix B – Joint Occupational Health and Safety Rules of Procedure

Appendix C – New Worker Orientation – in draft

Appendix A – Occupational Health and Safety Policy

## Occupational Health and Safety Program

## Appendix A

<b>Title</b>	<b>Occupational Health and Safety</b>
<b>Number</b>	<b>H1005</b>
<b>Category</b>	<b>Health, Safety and Environment</b>

## 1. PURPOSE

Langara College is committed to providing a healthy and secure environment for its employees, students, visitors, volunteers and contractors. The College will establish and maintain an Occupational Health and Safety program, and will strive to maintain the safety of all its occupants. The College provides safety systems, policies, training and services that meet related safety, violence prevention and loss prevention regulatory requirements, duties and obligations.

## 2. DEFINITIONS

**Administrative Lead of Area** – a Director; a Head of an academic department or unit; a Dean; an Associate Director; a Registrar; a Provost; a Vice-President or equivalent; a President.

**Employee** – an individual employed and paid by the College to provide services on its behalf; also referred to as “Worker”.

**Employer** – Langara College.

**Personal protective equipment** – items designed to be a protective barrier between the worker and potential environmental hazards.

**Supervisor/Manager** – any person who instructs, directs and controls workers in the performance of their duties.

## 3. POLICY

### Employer Responsibilities

- 3.1 Through providing leadership and management support, the College, acting through the Administrative Lead of Area, aims to achieve the highest standard in safety prevention.

The Employer is responsible to:

- establish, maintain and review annually the health and safety program
- provide a healthy and safe work environment for all occupants of the College
- provide personal protective equipment to employees, and enforce its use by employees and contractors, and
- provide leadership support and resources to maintain the safety standards of the College.

**snə́weyət̚ leləm̚.**

THE COLLEGE OF HIGHER LEARNING.

**Langara.**

THE COLLEGE OF HIGHER LEARNING.

**snə́weyət̚ leləm̚.**

THE COLLEGE OF HIGHER LEARNING.

**Langara.**

THE COLLEGE OF HIGHER LEARNING.



**Supervisor/Manager Responsibilities**

- 3.2 Through leading, instructing, correcting and reporting, Supervisors/Managers provide direction that promotes and ensures a healthy and safe work environment.

Supervisors/Managers are responsible to:

- know and follow the College's emergency procedures
- know their specific work area's health and safety requirements, procedures and guidelines
- ensure that workers are provided with orientation and training, and personal protective equipment when required,
- inspect personal protective equipment and ensure its proper use and maintenance, and
- ensure that they are knowledgeable in safe work procedures, regulatory requirements and collective agreement provisions.

- 3.3 Supervisors/Managers will report any unsafe act or condition, and will take action to eliminate them. They will conduct incident investigations in collaboration with, where feasible, the Joint Occupational Health and Safety Committee. They will ensure that workers, contractors, volunteers and students working in their area comply with safe work practices.

**Employee Responsibilities**

- 3.4 Employees are responsible to:

- work safely and ensure their own safety as well as the safety of their colleagues
- know, follow and participate in the College's emergency procedures and drills
- know the health and safety requirements, procedures and guidelines for their specific work area
- report injuries, incidents, and unsafe acts or conditions to their immediate Supervisor/Manager, without delay
- make recommendations for ways to improve health and safety, and
- use and maintain personal protective equipment when required.

**Safety Infractions**

- 3.5 Failure to comply with regulations or procedures associated with this policy may be grounds for disciplinary action, up to and including termination.

**Joint Occupational Health and Safety Committee Responsibilities**

- 3.6 The Joint Occupational Health and Safety Committee consists of both worker and employer representatives who consult in a cooperative manner to identify and resolve health and safety issues in the workplace.

3.7 The Joint Occupational Health and Safety Committee is responsible to:

- participate in site safety inspections and safety investigations
- meet monthly to discuss and follow up on workplace health and safety matters according to its Rules of Procedure
- advise, assist and make recommendations to improve occupational health and safety, and
- make meeting minutes readily accessible to the employer, Joint Health and Safety Committee members, workers, union representatives and WorkSafeBC.

#### 4. RESPONSIBILITY

For inquiries relating to this policy, contact Safety, Security and Emergency Management.

#### 5. REGULATIONS/PROCEDURES

Occupational Health and Safety Program

[Personal Protective Equipment Procedures](#)

[Severe Weather Notification Procedures](#)

[Threat and Individual Risk Assessment Procedures](#)

Joint Occupational Health and Safety Committee Rules of Procedure

History/Revision	
Origination Date	April 28, 2020
Amendment Date(s)	Not applicable
Next Review Date	April 28, 2021

Appendix B – Occupational Health and Safety Committee Rules of Procedure

## Rules of Procedure

### 1. Name of committee

The committee shall be known as Langara Joint Health and Safety Committee (the committee).

### 2. Constituency and composition of the committee

- a) The committee shall consist of both worker and employer representatives.
- b) One worker representative will be appointed from each of the following unions:
  - i. LFA as per its selection criteria
  - ii. CUPE as per its selection criteria
  - iii. BCNU as per its selection criteria
- c) Two employer representatives will be appointed from:
  - i. LCAA as per its selection criteria
- d) One alternate worker representative will be selected from each union per its selection criteria.
- e) Two alternate employer representatives will be selected from LCAA as per its selection criteria.
- f) Co-chairs: The committee will elect co-chairs from its membership.
  - i. The worker representatives shall select a co-chair.
  - ii. The employer representatives shall select a co-chair.

### 3. Purpose of the committee

A joint committee is required by the *Workers Compensation Act* and is made up of worker and employer representatives consulting in a co-operative spirit to identify and resolve safety and health problems in support of a planned occupational health and safety program in the workplace.

### 4. Duties and functions of the committee

As required by section 130 of the *Workers Compensation Act*, the duties and functions of the committee are to:

- a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the Occupational Health and Safety Regulation, and monitor the recommendations' effectiveness.
- e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor the recommendations' effectiveness.
- f) Advise the employer on programs and policies required under the Regulation for this workplace and monitor their effectiveness.
- g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.

## 8. Role of the members

The members shall:

- a) Be selected in accordance with section 128 of the *Workers Compensation Act*
- b) Actively participate
- c) Come prepared and on time for meetings
- d) Maintain confidentiality

## 9. Guests

- a) Guests may be invited to committee meetings at the request of the co-chair(s).
- b) Guests attending committee meetings must be there for the purposes of:
  - i. Training
  - ii. Making a presentation
  - iii. Consultation

## 10. Agendas and meeting minutes

- a) The agenda will be set by the co-chairs.
- b) The agenda and any other required documentation will be prepared by the co-chairs and distributed to committee members before the meeting. Whenever possible, the agenda should be emailed five days in advance of the meeting.
- c) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, joint health and safety committee members, workers, union representatives, and WorkSafeBC.
- d) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible. In this work location the meeting minutes will be posted on the board across from B235. An electronic version of the minutes can also be located on the intranet, under the heading "Joint Committee Minutes."

## 11. Terms of office

- a) Committee members will sit on the committee for two years. Once the term is completed, committee members will have the option to accept or decline another term should they be appointed.
- b) If a member of the committee chosen by the workers is unable to complete the term of office, the union will appoint another member.
- c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- d) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

## 12. Participation in investigations

- a) When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation.
- b) If a suitable committee member is not available, the co-chairs will identify another worker to participate in the investigation.

## 13. Participation in work refusal process

- a) When the committee is required to participate in the work refusal process, the worker co-chair will participate.
- b) If the worker co-chair is not available, the worker co-chair will identify another worker representative to participate.

#### 14. Recommendations to the employer

- a) Recommendations to the employer must be:
  - i. Directly related to health and safety
  - ii. Doable (reasonably capable of being done)
- b) Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.
- c) Formal written recommendations will be sent to the employer via email, and the employer will respond within 21 days.

#### 15. Decision-making model

This committee will make decisions based on consensus. If the committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a special meeting will be called to address the matter. If the issue is still unresolved, the co-chairs of the committee will report this to WorkSafeBC for assistance in investigating and resolving the matter.

#### 16. Education and training

All new members appointed on or after April 3, 2017, will participate in an introductory joint committee course. The co-chairs will assist new members in selecting the appropriate training course. The employer co-chair will ensure that the training selected reflects the requirements of section 3.27 of the Regulation.

Every member of the joint committee is entitled to eight hours of education leave. For this committee, individual members can request their entitlement training during regular meetings. Individual members must provide the following information about the training program or seminar selected:

- Length of the program
- Topic and learning outcomes (if applicable)
- Fees
- Rationale for selection

If the committee agrees with the member, it will forward the request to the employer. If the committee does not agree with the training selected, the co-chairs will hold a special meeting with the member to assist in identifying a training program or seminar that supports the duties and functions of this committee.

#### 17. Amendments

These rules of procedure may be amended by a majority vote of the committee members.

#### 18. Committee Evaluation

The committee co-chairs shall evaluate the committee's effectiveness annually.

#### 19. Collective Agreements

Nothing in these Rules of Procedure will be contrary to the collective agreements.