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3.0 Work Site Health and Safety Committee Guidelines

Wild West Dirt Works Ltd. and Glacier Rock Resources Inc. have established guidelines for a Joint Health and Safety Committee should the establishment of a committee be required when company employment reaches a staff of **20 or more full time workers**. Prior to the requirement of a Joint Work Site Health & Safety Committee, a Health and Safety Representative will be assigned.

3.1 Responsibilities of the Joint Health & Safety Committee and/or Health & Safety Representatives

- a) The response, consideration, confidentiality, and disposition of concerns and complaints respecting the health and safety of workers
- b) Participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site
- c) Develop, monitor, and follow-up on corrective actions
- d) The development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures
- e) Cooperation with an officer exercising duties under the OHS Act, the regulations and the OHS code
- f) The development and promotion of programs for education and information concerning health and safety
- g) The making of recommendations to improve the health and safety management system
- h) Coordinating with the other worksite health and safety committees and representatives
- i) The inspection of the work site at regular intervals
- j) The participation in investigations of serious injuries and incidents at the work site in accordance with section 40
- k) 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
- l) Other duties as may be specified in this act, the regulations and the OHS code
- m) Duties shall be performed during normal working hours
- n) Report to management

3.2 Joint Work Site Health and Safety Committee Rule of Procedure

The purpose of the Joint Work Site Health and Safety Committee is to identify and resolve safety concerns as well as to promote health and safety at the worksite.

Records

The committee keeps accurate records of all activities conducted by and all items addressed by the committees.

Meetings

The committee shall meet in accordance with OHS Act, s. 22.

- a) Meeting within ten days of being established
- b) Meet at least quarterly
- c) Meet if requested by a co-chair
- d) Meet if requested by an OHS officer

A quorum is required to hold a meeting.

Agenda & Meeting Minutes

Meeting agendas and minutes follow the approved templates.

Training Requirements

All worker and employer representatives receive a JWSHSC orientation by committee members prior to being on the committee.

Composition

- a) Representative is elected from each group/area/department/union.

Co-Chairs

- a) The committee consists of 2 or more members
- b) One worker representative is elected from each group/area/department/union.

One employer

The members of the JWSHSC committee select two co-chairs.

- a) The worker representative shall select one co-chair
- b) The employer representatives shall select one co-chair

The co-chairs have specific requirements under the AB OHS Act (s.22, s.25, s.27). Co-Chair responsibilities are listed below.

- a) Alternate in serving as chair at committee meetings
- b) Participate in all decisions of the committee
- c) Prepare the agendas for the committee meetings
- d) Ensure that meeting minutes are recorded
- e) Ensure that meeting minutes are approved and given to the employer within seven days of the meeting
- f) Ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within seven days after the day the meeting was held

Either co-chair may call a special meeting.

Quorum

The composition of the quorum shall follow the requirements below.

- a) Committee consists of 2 or more members
- b) Both worker and employer members must be present
- c) At least one-half of the members present are workers

A quorum is required to conduct a meeting or make valid recommendations and decisions.

Succession Strategy

Should both co-chairs be unavailable for the meeting, a worker is to be nominated as a temporary co-chair.

Terms of Office

The AB OHS Act, s.24 states the duration of a members' term on the JWSHSC. The duration in the OHS Act are specified below.

- a) Normally not less than one year
- b) May be longer than one year until a successor is selected or appointed
- c) Determined as per the union's agreement
- d) If there are multiple unions, determined via an agreement amongst all the unions

Recommendations to Employer

Recommendations that are made by the JWSHSC are provided to management.

Resolutions of Disagreements

With the Employer

As per s.21 of the OHS Act, when a matter cannot be resolved after written reasons are given by the employer, and then if the matter still cannot be resolved, a member of the JSHC may refer the concern to an OHS officer.

Amongst the JWSHSC

When the committee is unable to reach an agreement regarding a health and safety matter, the committee will contact Alberta OHS.

Amendments

Vote of the committee members may amend these rules of procedure.

Any changes must be recorded in this section of the rules of procedure.

3.2 Training Checklist

Health & Safety Committee Members and/or Health & Safety Representatives should look to obtain relevant training to supplement their health and safety responsibilities, including Health & Safety Committees and Representatives offered online from the Alberta Association of Safety Partnerships or Alberta Construction Safety Association.

Health & Safety Committee & Representative Training should cover;

- Overview of Alberta's health and safety legislation
- HSC/HSR Work site requirements
- HSC/HSR membership and training requirements
- HSC Meeting requirements
- HSC Guiding documents
- HSC/HSR Access to information
- HSC/HSR recommendations to employers
- Hazard assessment and control
- Work site inspections
- Work site investigations
- HSC/HSR effectiveness