

TOWN OF WOODSTOCK

POLICY NUMBER: 2012-01

TYPE: OCCUPATIONAL HEALTH & SAFETY

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE
TERMS OF REFERENCE

EFFECTIVE DATE: JULY 2012

APPROVAL: JULY, 2012

SIGNATURE:

Ken Harding, CAO

MANDATE Joint Health and Safety Committee for the Town of Woodstock
Terms of Reference

GOAL

1. Reduce workplace accidents and hazards.
2. Offer continuous support to all external parties of the Town of Woodstock to achieve a safe and healthy work environment.
3. Promote health and safety at work.
4. Promote the training of employees regarding safe working practices and procedures.
5. Comply and bring awareness of the OHS Act and Regulations of New Brunswick to all employees of The Town of Woodstock.

POLICY

1.0 Committee Structure :

- 1.1 will consist of an employer and employee from each of the following departments:
 - Administration
 - Fire Department
 - Police Department
 - Public Works Department
 - Recreation Department
- 2.0 WorkSafeNB officers have the right to attend the safety committee meetings.
- 3.0 Each member of the Joint Health and Safety Committee must comply with the OHS Act and Regulations and be able to demonstrate their knowledge of this document.
- 4.0 Each member and their substitute member must participate in the three day Joint Health and Safety Committee training delivered by WorkSafeNB with a refresher every 5 years according to article 14.1 (2) a) and b) of the Occupational Health and Safety Act of New Brunswick.
- 5.0 Committee recommendations are submitted for approval to the Chief Administrative Officer.

6.0 Roles and Responsibilities of the Committee:

- 6.1 Identify health and safety issues in the workplace.
- 6.2 Make recommendations to eliminate or reduce health and safety hazards.
- 6.3 Monitor when corrective measures are put in place.
- 6.4 Bring an awareness of the importance of health and safety to all employees.

- 6.5 Ensure that the workplace and the program department are aware of health and safety training.
 - 6.6 Assist in resolving issues pertaining to the “Right to Refuse” dangerous work.
 - 6.7 Investigate all incidents and accidents to prevent future occurrence.
 - 6.8 Know and comply with the Occupational Health and Safety Act.
 - 6.9 Lead by example and show appreciation for working in a safe and healthy manner.
 - 6.10 Promote the responsibility of injury/accident prevention to and by all employees.
 - 6.11 Receive and review inspection reports.
 - 6.12 Receive and look into health and safety complaints.
 - 6.13 The committee must participate in a Risk Management Program.
 - 6.14 In the event that a member is unable to attend, he/she must take all necessary measures to ensure they are replaced by a substitute.
- 7.0 Safety programs are found in the policy/procedures manuals and each department must review them periodically.
 - 8.0 A copy of the New Brunswick Occupational Health and Safety Act is made available to all employees at a location determined by the committee.
 - 9.0 Meetings are held monthly according to section 14.2 (4) of the OHS Act.

PROCEDURE

1.0 Committee Meetings:

- 1.1 Meetings will be held in the Woodstock Fire Hall the 2nd Tuesday of each month at 10:30am.
- 1.2 Additional meetings may be called to order as required.
- 1.3 An agenda is prepared for each meeting and is made available to all members 3 days in advance by chairperson.
- 1.4 The secretary takes minutes for each meeting, ensures that they are signed and approved by the chairperson, and posted on the Health and Safety Bulletin Board. A copy of these minutes will be forwarded to WorkSafeNB.
- 1.5 To have a quorum, a minimum of 50% + 1 is required.
- 1.6 It will be the responsibility of the Department Representative to ensure the minutes are posted.

1.6.1 Minutes are sent to all members of the committee

1.6.2 Minutes are sent to WorkSafeNB

1.9 Minutes must be kept for 2 years.

2.0 Communication:

The committee will advise employees of:

2.1 Safety programs

2.2 Steps to be followed when identifying hazardous working conditions.

2.3 Workplace health and safety laws.

2.4 Training programs offered to employees.

2.5 Steps to take in the event of an accident.

3.0 Inspections:

3.1 The committee appoints at least two individuals who are responsible for receiving inspection reports, gathering information and assembling any substandard issues and are to be presented to the monthly committee meetings.

3.2 The department head or his representative is responsible for their department's monthly inspections.

3.3 Workplace monthly inspections are done in accordance to section 9 (a.1) of the OHS Act.

3.4 The committee ensures that safety concerns are followed-up on and may decide to audit as required.

4.0 Publications:

4.1 A Joint Health and Safety Committee bulletin board or binder is present the Administration office, Fire Department, Police Department, Public Works Department, and Carleton Civic Centre

4.2 The committee will post the following documents on the bulletin board or binder:

- Minutes of the last meeting.
- A notice that the bulletin board is exclusively used for items pertaining to the Joint Health and Safety Committee and for items pertaining to WorkSafeNB
- A copy of the Occupational Health and Safety Act.
- Information concerning workplace health and safety.
- A copy of any orders left by a WorkSafeNB Health and Safety Officer.