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FISHING LAKE METIS SETTLEMENT JOINT HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Joint Health and Safety Committee is to engage the staff and the entities in the processes of the Occupational Health and Safety Requirements and to advise the Settlement Administrator on issues and disciplinary measures regarding the Health and Safety of the Employees.

Introduction

Under the provisions of the *Occupational Health and Safety Act* of Alberta, workers and employers must share the responsibility for occupational health and safety. The Act sets up an internal responsibility system that involves everyone, from individual employees to the Fishing Lake Metis Settlement Council.

The Act provides for the establishment of a joint health and safety committee, composed of persons who represent the employees and the employer. Together, they are committed to improving health and safety conditions in the workplace.

The committee is an advisory body that helps recognize workplace risks and then recommends solutions, and helps stimulate awareness of occupational health and safety issues and advise in disciplinary matters.

Committee

The Joint Health and Safety Committee of the Fishing Lake Metis Settlement will consist of the Administrator who sits as the representative of the Administration, and various staff members of the Administration as well as representatives of entities such as Homeland Well Servicing and Fishing Lake Oil Hauling and a member of the Council of the Fishing Lake Metis Settlement should they wish to participate.

The Joint Health and Safety Committee is predominantly concerned with a broad range of issues, with emphasis on:

1. Policy recommendations
2. Activities which concern the Settlements Departments and Entities and
3. Coordination of information received from the Health and Safety Department of the Settlement.

Membership and term of office

The Joint Health and Safety Committee of the Fishing Lake Metis Settlement consist of members appointed by the Administrator and members elected by the Staff of the Fishing Lake Metis Settlement. These elected members do not exercise managerial functions. These elected members represent all employees of the Settlement.

The term of office of an appointed member is one calendar year, and is renewable. The term of office of an elected member is one calendar year.

The Health and Safety Advisor of the Fishing Lake Metis Settlement sits as an Administrative support that will advise the committee of legal issues and provide the committee with monthly reports on the activities of the Health and Safety Office including statistics.

Subject to the foregoing general allocation of responsibilities, it is the function the committee, and that committee has the power to:

- 1 identify and evaluate any matter pertaining to health and safety in the workplace and recommend a resolution to appropriate management representatives;
- 2 recommend to management and workers the establishment, maintenance, and monitoring of programs, measures and procedures respecting the health and safety of employees;
- 3 obtain information from management respecting
 - (i) the identification of potential or existing hazards of materials, processes or equipment, and
 - (ii) health and safety experience and work practices and standards in other institutions of which management has knowledge;
- 4 recommend adequate education and training programs in order that all employees be informed in their rights, restrictions, responsibilities and duties under the Alberta *Occupational Health and Safety Act*;
- 5 address matters related to Designated Substance Regulations and the *Workplace Hazardous Materials Information System (WHMIS)* where applicable;
- 6 deal with any health and safety matter that the committee deems appropriate

or required under the Act.

Committee recommendations

When the committees make a recommendation regarding a health and safety matter, the recommendation shall be recorded in the minutes of the corresponding meeting. Within a suitable amount of time, the Settlement Administrator will evaluate all the information provided and seek any legal advice that may be required and instruct the Health and Safety Advisor of the Settlement as to how to carry out the recommendations of the committee. The Health and Safety Advisor will not carry out any action that is in contravention of any law, act, code or regulation.

The response from Health and Safety advisor shall contain a timetable for implementing the recommendation that the recipient agrees with, or give reasons for his/her disagreement with any recommendation and why it is not accepted.

Workplace inspections, teams and schedules

Each part of the workplace shall be inspected each month by the department head responsible and by the Health and Safety Department Quarterly. Each Department Head is responsible for inspections in its sector. Other management representatives can also participate in the inspections.

Other inspections and investigations

The Health and Safety Advisor will conduct all other inspections required as well as all investigations pertaining to Health and Safety Incidents and report to the committee of its findings as well as investigate and report on all work refusals.