

# Health and Safety Advisory Committee – Terms of Reference

Advisory Group to Management

**Approved By:** Resolution 17-18-233

**Review Date:** December 13, 2018

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## Purpose

1. To form a singular committee to oversee and maintain consistency of the health and safety programs of all departments and workplaces employed by the Municipality.

## Scope

1. This committee is an advisory group to management.
2. The focus of the committee is issues related to health and safety of workers in all departmental workplaces

## Responsibility

1. This committee is responsible for helping the Municipality by identifying potential problems, identifying possible solutions through recommendations, and assessing the effectiveness of all programs, training, or any actions taken.
2. It is the responsibility of the Health and Safety Advisory Committee to conduct its functions, where applicable, in accordance with the act with respect to the framework that a Multi-workplace Joint Health and Safety Committee would function within.
3. It is the responsibility of the Municipality to respect and respond to the Health and Safety Advisory Committee in accordance with the act with respect to the framework that a Multi-workplace Joint Health and Safety Committee would function within. The employer remains ultimately responsible for determining what measures will be taken, implementing those measures and ensuring those measures are effective.

## Membership

1. The Committee will be comprised of the following members:
  - 1.1. Worker Representatives from each department as chosen by the workers at the following workplaces
    - Main Office (1 Representative)
    - Fire Department (1 Representative)
    - Brockton Child Care Centre (1 Representative)
    - Recreation (1 Representative)
    - Public Works (Up to 3 Representatives)

- Additional assigned Worksites (1 Representative)
- 1.2. Management Representative (1) with 1 Alternate as assigned by the Chief Administrative Officer.
  2. Meetings will be attended by the Health and Safety Coordinator as well as a representative from Human Resources. Both these attendee's may be used as resources but are non-voting members.
  3. A secretary will attend each meeting to document minutes.
  4. Worker representatives must give two months' notice before resigning from the Health and Safety Advisory Committee.
  5. Each Worker representative is responsible for ensuring an alternate is available for short term absence. For long term absence (multiple months) a temporary worker should be chosen by the employees.

## **Meetings**

1. The Health and Safety Advisory Committee will meet on the second last Wednesday of every month.
2. The meetings will be chaired by the most Senior Worker Representative.
3. The Committee will take minutes that document and summarize discussion and actionable items. These minutes will be distributed to all departments and posted at each Workplace Health and Safety Board.

## **Actions**

1. Review any incident or accident reports.
2. Review monthly inspections submitted by workplace Health and Safety Representatives or Joint Health and Safety Committee.
3. Inspect large scale workplaces at least once annually:
  - 3.1 Fire Department (Jan)
  - 3.2 Brockton Child Care Centre (March)
  - 3.3 Centennial Pool and Walkerton Public Works Shop and Office
  - 3.4 Brant and Greenock Public Works Shop and Offices
  - 3.5 Arena/Community Centre (September)
  - 3.6 Municipal Office (November)
4. Support department identified issues with review and recommendations to management.
5. Review all accidents and incidents annually and identify patterns or trends.
6. Review of documentation of policies and procedures and training.
7. Review and update Health and Safety boards in January of each year
8. Annually review this Terms of Reference document and make any recommendations for changes.
9. Annually review the Health and Safety Policy and make any recommendations for changes.
10. Ensure that the Health and Safety Policy is provided for review by each new Council at the beginning of each new term.