

Section:	<b>Human Resources</b>
Policy:	<b>4.21</b>
Revised:	<b>April 2023</b>
Approval:	<b>Motion 375</b>

## 4.21 Health and Safety Committee

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### 1. Purpose

The purpose of this policy and procedure is to outline when and how to form a health and safety committee.

### 2. Persons/Area Affected

The principal, and/or designate, as the employer representative, and other safety committee members.

### 3. Policy

The policy of Kootenay Christian Academy is to ensure that the health and safety committee has the freedom and responsibility to carry out its mandate as it protects workers by maintaining and promoting a safe and healthy work environment.

### 4. Definitions

4.1. Health and Safety Committee (or Safety Committee): is:

4.1.1. also generally known as the Joint Occupational Health and Safety Committee.

4.1.2. a consultative committee of worker and employer representatives working together to identify and address health and safety issues or concerns. The committee makes recommendations to the board of directors.

4.1.3.

4.1.4. The committee must:

4.1.5. have at least 4 members

4.1.6. have at least half the members represent the workers

4.1.7. have 2 co-chairs: one to represent workers and one to represent the employer

4.2. **Employer:** The employer is the board of directors of Kootenay Christian Academy.

4.3. **Worker:**

4.3.1. The definition of worker includes, but is not limited to:

4.3.1.1. an employee

4.3.1.2. a person working under a contract, such as a consultant

4.3.1.3. a person who is a learner, such as a practicum student

4.3.2. Workers are not students of Kootenay Christian Academy.

## 5. Responsibilities

- 5.1. The principal, as the employer representative, is responsible for ensuring there is a safety committee or a workplace health and safety representative for Kootenay Christian Academy.
- 5.2. Committee members should:
  - 5.2.1. participate in the committee meetings
  - 5.2.2. make a note of hazards
  - 5.2.3. make sure accidents and incidents are reported and investigated
  - 5.2.4. promote safety awareness

## 6. Procedures

- 6.1. It is strongly recommended that the safety committee use the *Joint Occupational Health & Safety Committee Foundation Workbook*, published by WorkSafeBC, as a step-by-step guide to setting up and running a committee and occupational health and safety program.
- 6.2. The principal and the safety committee establish terms of reference for the committee, and organizes the committee members, agenda, etc.
- 6.3. The principal must ensure that the names and work locations of committee members are posted on the health and safety bulletin board.
- 6.4. The safety committee meets at least once a month to:
  - 6.4.1. conduct workplace inspections
  - 6.4.2. investigate accidents/incidents
  - 6.4.3. investigate worker complaints
  - 6.4.4. address workplace hazards
  - 6.4.5. review injury and illness statistics
  - 6.4.6. review the health and safety program
  - 6.4.7. forward health and safety-related recommendations to the principal or appropriate individual.
- 6.5. The safety committee will keep meeting reports/minutes for at least two years.
- 6.6. The safety committee will post meeting reports/minutes of at least the three most recent meetings on the health and safety board to inform workers.