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| Location: |  |
| School Year: |  |

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| **Management Representatives** |
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| **Staff Representatives** |
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**SAFETY COMMITTEE TERMS OF REFERENCE**

A Health and Safety Committee will be established at each work site with more than 19 workers.

1. PURPOSE
	1. The purpose of the HSC is to:
		1. Promote physical, psychological, and social health and safety in the workplace.
		2. Provide a forum that allows greater worker participation in identifying and responding to health and safety concerns in the work place.
		3. Identify potential hazards in the workplace.
		4. Identify potential solutions to hazards in the workplace.
		5. To investigate incidents, their causes, and make recommendations to eliminate the risk of further similar incidents.
		6. To communicate with management about hazards, solutions and incidents in the work place.
2. TERM
	1. Members of the HSC shall be members of the committee for no less than one year. Terms will begin on September 1 of each school year. Membership on the committee for the next school year will be established before June 30. Current committee members will retain their position on the committee during the summer break.
3. MEMBERSHIP
	1. Representatives from the following groups will sit on the HSC
		1. Administration
			1. Principal
			2. Vice Principal / Assistant Principal
		2. Staff Members
			1. At least half of the committee must be from the staff. The preferred, but not required, participation is:
				1. 1 Teacher
				2. 1 Support Staff
	2. Process for selecting and replacing members
		1. Members of the HSC will be volunteers, a request for volunteers will be sent out each year in May or June
		2. Volunteers will be selected on a first come first serve basis
4. ROLES AND RESPONSIBILITIES
	1. To receive, evaluate, and make recommendations for change in practice when concerns regarding the health and safety of the work place are identified.
	2. To participate in the identification of safety hazards in the workplace.
	3. To develop and promote measures to protect health and safety in the workplace, and to monitor the efficacy of such measures.
	4. To cooperate in an Occupational Health and Safety Officer
	5. To develop and promote health and safety educational programs
	6. To make recommendations to the division regarding the health and safety of workers
	7. To ensure work sites are inspected at regular intervals
	8. To participate in the investigation of serious injuries and incidents
	9. To maintain records of meetings of the committee and records regarding the receipt and disposition of concerns
5. MEETINGS
	1. The HSC will meet at least four times per year. Meetings will be held within the first 10 days of each of the following months:
		1. September, December, March, June
	2. Meetings must have a quorum of the committee in attendance
		1. Quorum means at least 50% of senior administration and 50% of the remaining members
6. Dispute resolution Process
	1. Decisions and recommendations of the HSC are to be made on a consensus basis.
	2. If consensus cannot be reached:
		1. The committee will present two or three varying opinions and recommendations for the Superintendent to consider.
		2. The Superintendent will have the final say on implementation of recommendations.