



Joint Worksite Health, Safety & Wellness Committee

May 20, 2022

These Terms of Reference do not amend or restrict the Occupational Health and Safety Act, Regulation and Code, the applicable collective agreements, or Out of Scope Terms and Conditions of Employment

As per Alberta Occupational Health and Safety Act Part 2 and Code Part 13

1.0 Purpose

The purpose of the Joint Worksite Health, Safety and Wellness Committee is to promote health, safety and wellness in the workplace by bringing together workers and employers in a collaborative forum to identify and resolve concerns at the site.

The role of the Committee is to advise and assist, not assume managerial responsibilities. The Committee will promote and make recommendations on health, safety and wellness to Covenant Health sites and/or program service operations. The Committee does not have the authority to make decisions or establish policy on behalf of the organization. This Committee supports the three basic rights of all workers in protecting their health and safety: 1 - the right to know, 2 - the right to participate, and 3 - the right to refuse dangerous work.

2.0 Function of the Committee

The duties of a Joint Worksite Health, Safety and Wellness Committee include the following:

- The receipt, consideration, and disposition of concerns respecting the health, safety and wellness of workers
- Participate in the identification of hazards to workers or other persons in the vicinity that may be affected by hazards arising from worksite activities
- Make recommendations to Covenant Health respecting the health and safety of workers
- Review incident reports and corrective actions (including serious incidents)
- Develop and promote measures to protect the health and safety of persons at the work site and check the effectiveness of the measures
- Cooperate with Government of Alberta OHS Officer(s) exercising duties under the *OHS Act, Regulation, and Code*
- Participate in the investigation of serious injuries/incidents, potentially serious incidents and dangerous work refusals at the worksite. Participation will include both worker and employer members
- Review worksite inspection documentation
- May conduct or participate in quarterly work site inspections
- Conduct inspections in specific areas if concerns are brought forward to Committee
- Review OHS&W Quarterly Report Cards and update Site Action Plan
- Review Government of Alberta orders and contact reports
- Ensure site Emergency Response Codes (ERC) and Emergency Response Plans (ERP) and Infrastructure Response Plans are updated and reviewed annually by Site Code Review Committee. Any changes made are to be discussed at meetings
- Review E/DM quarterly reports for compliance with monthly site/department emergency exercises (drill, tabletop, discussion) and action follow up with the site/department
- Ensure any responses/incidents involving ERC/ERP are reported to Emergency/Disaster Management.
- Review, Code of the Month highlights of plans or template changes
- Review debrief reports from any ERC/ERP response/incident
 - Ensure any recommendations/findings are actioned
- Support consensus based decisions within the areas they represent



- Bring forward any concerns/issues
- Make recommendations to the employer respecting the health and safety of workers
- Maintain worker confidentiality
- Attend to other matters relating to the duties of the Committee, as specified in the *Alberta Occupational Health and Safety Act*

3.0 Committee Composition

The JWHS&W Committee shall consist of worker and employer representatives, where at least half are worker representatives. The number of employer representatives cannot exceed the number of worker members. The total number of representatives will be determined by agreement of all parties and should be representative of the size and nature of the work site. Representatives should include:

- Management employed by Covenant Health; and
- Workers representing all applicable Union stakeholders (UNA, HSAA, AUPE, CUPE, IUOE, USWA and out of scope employees (OOS) not in a formal leadership position, employed by Covenant Health)

Subject Matter Experts

Subject matter experts may attend the meetings in an ex-officio capacity. Ex-officio members do not participate in consensus based decisions and are not considered to be either employer or worker representatives. Ex-officios are representatives with specialized knowledge of certain Covenant Health processes or projects and provide expertise to support resolution.

Guests

Non appointed persons may attend the meeting as a guest. This is for information purposes only. Guests do not count towards quorum and will not participate in consensus based decisions and are not considered to be either employer or worker representatives.

4.0 Membership

The employer and respective Unions have a responsibility to fill vacancies for their members in a timely manner. It is the worker member's responsibility to inform their Union should they vacate their position. Employer members also have the responsibility to inform the employer if they vacate their position. All members hold office for a term of 2 years, unless otherwise determined by respective Union.

When a Government of Alberta OHS officer inspects a worksite, the officer may request any member of the Committee, or their designate, to be present for an inspection.

Worker Members

- Unionized worker members are appointed by respective Union as per agreement of all Union parties
- OOS worker members are appointed by their peers or volunteer for the position. These members cannot be selected by the employer

Where there is a union vacancy, the Safety & Hygiene team will notify the respective Union Health and Safety as soon as possible. If the respective Union is unable to fill a vacancy within 3 months of notification, the employer may select someone from that union. This is a voluntary position and will be considered temporary until the Union is able to fulfill appointment. Once selected the Safety & Hygiene team will notify the Union Health and Safety of the temporary appointment. In addition the Safety & Hygiene team will send quarterly attendance reports to Union Health and Safety partners.



Employer Members

- Employer members are appointed by site administration

Co-Chairs

- Committees must have 2 co-chairs
 - Worker co-chair is selected by worker Committee members
 - Employer co-chair is selected by the employer
- Selection of co-chairs occurs every 2 years, co-chairs may be selected for repeated terms
- Co-chairs will alternate chairing the meetings

Secretary

- If the secretary is selected by the employer, they are considered a guest of the Committee and will not participate in decision making; if a Union appointed member is selected as the secretary they are able to participate in decision making and are counted as a Committee member

Non-Employer Members

- At multi-employer worksites applicable Unions will appoint members in the same manner. These members are considered members of the Committee
- Other employer JWHS(s) present at the work site and contracted services may send a member to the Covenant Health JWHS&W Committee meeting

5.0 Member Responsibilities

Committee members shall:

- Attend all meetings (and/or arrange for an alternate or teleconference attendance if unable to attend in person)
- Solicit input or representation from all workers on the worksite
- Communicate information from JWHS&W Committee to colleagues and respective Union
- Participate in Committee business and duties as required
- Review written materials to be addressed at the meeting. This review should be completed during scheduled work hours
- Review and approve meeting minutes within 7 days of meeting taking place
- Take action on opportunities for improvement of workplace health and safety programs, processes, codes and services, where applicable
- Accompany Alberta OHS Officers during worksite inspections (worker co-chair or worker designate)
- Attend required training regarding the duties and functions of the Committee (see 7.0 Training)
- Be a positive role model

Co-Chairs shall (worker and employer) shall:

- Share responsibility in serving as chair at meetings, as equally as possible
- Schedule and call the meetings
- Ensure meeting agendas and materials are prepared and circulated 7 days in advance of the meeting
- Participate in decisions of the Committee
- Ensure minutes of each meeting are recorded
- Ensure copies of minutes are provided to the Committee and approved within 7 days of the meeting
- Attend Corporate Health, Safety and Wellness Forum meetings
- Convene special meetings if requested to do so by a Government of Alberta OHS officer, or within 10 days of receiving a written complaint or to deal with urgent concerns at the worksite



Secretary shall:

- Prepare meeting minutes and distribute within 7 days following the meeting
- Post meeting minutes on shared drive, as applicable
- Maintain records of all Committee activities including issue/concerns, resolution and tracking of Committee member training
- Complete and distribute JWHS&W Committee Members list at the worksite for posting by members/designate
- Forward meeting minutes and JWHS&W Committee Members list to OHS@CovenantHealth.ca for posting on CompassionNET

Where Committee member attendance is not consistent, the co-chairs will work with that member to understand any barriers. The co-chairs will also discuss with respective manager, if required. If unresolved issues remain, the Manager of Safety & Hygiene will notify the respective union for consultation and/or replacement.

6.0 Meetings

- Committees shall meet monthly with the ability to alter that number with agreement of all JWHS&W members. When a monthly meeting is cancelled the meeting minutes must reflect:
 - a consensus based decision, and
 - if there is a complaint or urgent concern brought forward a meeting will be called
- Meeting attendance must meet quorum in order to conduct health and safety Committee business, otherwise the meeting is not valid and decisions cannot be made.
 - Quorum is met if at least half of the Committee members are present and
 - both worker and employer representatives are present, and
 - at least 50% of those present are worker members
- If quorum is not met, a meeting can still occur for information only. No decisions can be made.
- Union personnel may attend the Committee meeting at a member's request and will give written notice to the Committee co-chairs in advance
- If a worker member of a particular Union is not able to attend a meeting, decisions or recommendations impacting their bargaining unit shall not be made until that bargaining unit has had sufficient time to participate and evaluate the recommendation(s), if there is an impact to other union groups a decision can move forward
- Committee members are to be paid at their applicable rate of pay for Committee approved activities
- Decisions are based on consensus, where consensus cannot be met, the Director of OHS&W shall be notified in writing to assist with the decision. A response back to the Committee must occur within 30 days. This must be included within the meeting minutes.

7.0 Meeting Minutes & Membership Listing

- Minutes of the meeting shall be taken for each meeting and will be typed, approved, circulated and posted within 7 days of the meeting. Minutes must be posted to CompassionNET and be accessible in print to all workers at the worksite (i.e. posted on OHS board)
 - Draft meeting minutes will be circulated via email as soon as possible. Amendments must be communicated to the secretary via email within specified time frame. If no response, minutes will be considered approved. Any revisions may be noted at the next month's JWHS&W meeting and previous minutes will be updated accordingly.



- JWHS&W Committee Members list must include the member's name respective Union and Covenant Health email address. Alternates are to be included on the list and indicated as such. This shall be posted at the worksite and available on CompassionNET.
- All Committee records must be maintained for 3 years and be available upon request

8.0 Training

As per Section 201 of the OHS Code, all Committee members must, be trained in (i) roles and responsibilities of Committee members, (ii) obligations of worksite parties, and (iii) the rights of workers.

As such, all members must complete the following CLiC modules:

1. Joint Worksite Health, Safety and Wellness Committee Roles and Responsibilities
2. Occupational Health and Safety Awareness

Modules listed above are to be completed within 3 months of joining a Committee, and following, every 3 years, at a minimum (in alignment with the review of these Terms of Reference).

Committee members may request additional training on hazards and issues faced by workers at the worksite. This request will be reviewed and approved by the Committee for applicability.

9.0 Committee Recommendations for Issue Resolution

Where the Committee is making recommendations to the employer to resolve an issue or concern, this will be done so in writing on the *Recommendation(s) for Issue Resolution* form.

If the matter can be resolved within 30 days, the Site Administrator/SOO or designate proceeds with resolution and informs the Committee. If resolution will take more than 30 days, the Site Administrator/SOO or designate will respond in writing and include the rationale as to why it cannot be resolved, provide a plan and timelines for addressing the concern, as well as, any necessary interim control measures.

If the Site Administrator/SOO or designate disagrees with the recommendations of the Committee or does not accept or believe there is a health and safety concern, will, in consultation with the Director of OHS&W, respond in writing and explain reasons for the disagreement, lack of acceptance, or disbelief.

The status of the resolution will be communicated to the Committee and will be documented in the meeting minutes.

In cases where the parties involved cannot resolve a problem or address a concern, the Site Administrator/SOO, designate or the Committee member(s) may refer the matter to an Alberta Labour - OHS Officer or follow the escalation process outlined in the applicable Collective Agreement(s). The Covenant Health Issue Resolution process may be referred to assist with the process.

10.0 Terms of Reference Review

These Terms of Reference will be reviewed at a minimum of every 3 years or when determined to be necessary by the employer.

Next Review Date (YYYY-Month-DD): 2025-May-20