



SAFETY MANUAL

JOINT HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

A handwritten signature in black ink, located in the top right corner of the page. The signature is stylized and appears to be a name with a large, sweeping flourish.

WHAT IS A JOINT HEALTH AND SAFETY COMMITTEE AND/OR REPRESENTATIVE?

A joint health and safety committee is a group of worker(s) and/or employer representatives working together to identify and solve health and safety problems at the work site.

The committee or representative is an important communication link between the workers and management. Getting employees actively involved can create and maintain interest in health and safety, as well as establish positive attitudes throughout the work force. An effective joint health and safety committee or representative can assist in the reduction of losses resulting from injuries and occupational illness.

To be successful, the committee or representative has to operate in an atmosphere of co-operation, avoiding the adversarial system. Committee members and representatives should bear in mind that they are not a policy making body and the normal divisions of authority at the work site are not to be violated. Recommendations and suggestions are expected from the committee or representative and management must give each concern careful consideration. The minutes from safety committee meetings and toolbox meetings will be reviewed at each Safety Management Meeting as well as additional concerns and comments from the committee or representative. The Management team will relay any concerns from other branch meetings during toolbox talks and safety meetings.

Many health and safety concerns can be resolved immediately in the course of daily work. Those not resolved should be dealt with by the joint health and safety committee or representative. Through the minutes of each meeting, posted at the work site, the committee or representative can ensure every problem is brought into view and kept in view until a satisfactory solution has been found.

The free committee member/representative/co-chair course through Government of Alberta must be taken once the committee member or representative has been appointed as well as co-chairs will require an additional 8 hour course describing duties in further detail.

RESPONSIBILITIES OF A SAFETY COMMITTEE MEMBER AND/OR REPRESENTATIVE

Some of the responsibilities of the committee would be to:

- Inspect all work areas on a monthly basis as a part of a team.
- Maintain employee and company confidentiality.
- Respond to concerns brought forward from all staff; bring forward concerns to the committee meeting or management and make recommendations.
- Participate in the investigation of incidents.
- Review all incident/illness reports and make recommendations.
- Promote health and safety awareness throughout the company.
- Attend safety committee meetings which are held monthly.



- Follow up on corrective actions from inspection reports, on-going reporting and investigations to ensure timely completion of the action.
- Notify employee raising safety concern of any decisions or recommendations made by the committee relating to their concerns.
- Distribute and display health and safety information and educational materials.
- Participating in hazard control identification through inspections, reviewing of new equipment, materials or processes and making recommendations accordingly.
- Developing and promoting health and safety education and training as well as distributing and displaying health and safety information and educational materials.
- Developing and promoting health and safety measures and confirming the effectiveness of such measures.
- Maintaining records pertaining to the committee.

HEALTH AND SAFETY COMMITTEE PROCEDURE

- o Form the health and safety committee. Select employees to represent all departments through an election process. The number of management workers must not exceed the number of worker members. A term of office is normally one year and members are eligible for re-election after a one year period. No employer or worker shall attempt to influence the appointment or election of the other party's members.
- o Employer responsibilities: ensure committee members each have a copy of the legislation or access to a copy of the legislation for referencing. Provide a bulletin board in a prominent place for the exclusive use of committee members in connection with health and safety items. Provide a meeting place for the committee during working hours. Advise the committee of planned introduction of new equipment, new operating procedures, or new chemicals or other substances or materials.
- o During meetings, there should be two co-chairs, one to represent workers and another to represent the employer. The co-chairs will lead the meetings and will alternate between the two from meeting to meeting. They will participate to an equal extent to any other member in discussions and decisions for the meeting. Meetings will be held twelve times a year and "special meetings" may be called as required. Everyone that attends the meeting is responsible to make the committee a team effort.
- o The minutes from the meeting will be posted within one week of the committee meeting on the safety committee bulletin board and will be retained electronically for a minimum of two years.

DISPUTE RESOLUTION PROCESS

If the situation arises where there is a dispute within the committee or dispute regarding how a resolution to a situation was handled, the Safety Committee will schedule to meet to discuss the issue with the Safety Management team and will decide on a resolution to the issue through collaboration.



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COORDINATION REQUIREMENTS FOR EMSL LOCATIONS

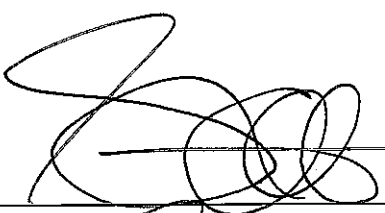
Head Office - JHSC with two co-chairs and minimum four members

Fort McMurray Office - Health and Safety Representative

Pump Shop - No committee or representative, workers are involved in hazard assessments

Calgary Office - No committee or representative, workers are involved in hazard assessments

President



Date:

JAN 8/20

CFO



Date:

01/08/20





COMMITTEE MEMBERS

Name	Position	Term of Office Expiry
Dave Ash	Co-Chair Member	April 22, 2021
Mordecai Carp	Co-Chair Member	April 22, 2021
Shawn Fitzsimmons	Committee Member	April 22, 2021
Rebecca Knickle	Committee Member	April 22, 2021
Felcris Fuentes	Committee Member	April 22, 2021

