



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 07.03 JOINT HEALTH AND SAFETY COMMITTEE – VOLUME 1.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		IN	I	D
SECTION: 07 - FACILITIES	LAST REVISION DATE:			
ADOPTED: JANUARY 27, 2020	REVIEW FREQUENCY: EVERY 3 YEARS			

PREAMBLE

All employers are required to have an Occupational Health and Safety program (OHS) and RCS campuses are required to have a Joint Health and Safety Committee (JHSC). The purpose of the program and committee is to ensure compliance with WorkSafe BC regulations and to promote a safe and healthy workplace. The primary focus of the program is accident prevention through maintenance of safe working conditions and removal of any potential hazard that may arise. Although the purpose is to ensure worker safety, any hazards that could impact a student or visitor must be addressed without delay.

The Committee is made up of employer and employee representatives working together to identify and resolve health and safety concerns in the workplace. While the employer is ultimately responsible for the overall safety program, the committee is responsible for identifying and recommending solutions to problems as they relate to worker occupational health and safety.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. STRUCTURE

Each campus will host a Joint Health & Safety Committee (EC-JHSC, MC-JHSC, SC-JHSC) which will report to the Superintendent.

2. MEMBERSHIP

- a. Each committee membership shall include no less than 4 representatives, including
 - i. Employer representative - Principal or Vice Principal
 - ii. Employer representative – Campus maintenance & facilities representative
 - iii. 2 worker representatives (by secret ballot)

At least half the members must be worker representatives

- b. Each committee has 2 co-chairs (1 selected by the worker representatives and the other selected by the employer representatives).

3. MEETINGS

Each JHSC must meet monthly throughout the school year (10 meetings).

4. COMMITTEE RESPONSIBILITIES

Each campus committee has the following duties and functions in relation to its workplace:

- a. to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
- b. to consider and expeditiously deal with complaints relating to the health and safety of workers;
- c. to consult with workers and the employer on issues related to occupational health and safety and occupational environment;
- d. to make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
- e. to make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with this Part and the regulations and to monitor their effectiveness;
- f. to advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;

- g. to advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;
- h. to ensure that accident investigations and regular inspections are carried out as required by this Part and the regulations;
- i. to participate in inspections, investigations and inquiries as provided in this Part and the regulations;
- j. to carry out any other duties and functions prescribed by regulation.

Current provincial or other references will be utilized as applicable.