

**Health & safety committee terms of reference**

**Disclaimer:** This document is intended to be a resource document only. The farm will need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc. Once this document has been customized by the farm, this disclaimer, the Helpful Information section, and the logo located in the upper right corner of the page may be deleted. If you require assistance, please contact **AgSafe Alberta** at info@agsafeab.ca or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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| **1.0 Statement**  |
| ***Explain why the Terms of Reference is important.*** * 1. For the Health and Safety Committee to be effective, its role must be clearly defined, understood.
	2. Health and Safety Committees are important forums for workers to participate in the farms health and safety program.
	3. Health and Safety Committees support the farm, its supervisors and workers discuss health and safety issues and work together to address them.
	4. Health and Safety Committees allow workers to participate meaningfully in the **FARMS** health and safety program.
	5. Health and Safety Committees support the Internal Responsibility System, the foundational belief across Canada where all workplace parties ae responsible for their safety, and the health and safety of others.
	6. Health and Safety Committees support the three basic rights of workers:
* the right to know
* the right to participate
* the right to refuse dangerous work
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| **2.0 Requirement for a Health & Safety Committee** |
| ***Explain what necessitates having a committee.***2.1 Under Alberta’s Occupational Health and Safety Act, employers - including farm businesses, with 20 or more regularly employed workers – must set up a Health and Safety Committee.2.2 When a Director – someone appointed as such under section 26 of the Alberta Occupational Health and Safety Act - decides that one is required at a worksite. |
| **3.0 Committee Membership** |
| ***Explain what committee membership and what it looks like.*** 3.1 General * The **FARM** has determined that the total number of worker members to fairly represent the workers on matters relating to workplace health and safety is X.
* The committee will be made up of both worker members and employer members; at minimum, half of the members will be worker members. The number of employer members cannot be higher than the number of worker members.
* The committee membership should reasonable represent the different work areas, shifts worked, and to address relevant health and safety concerns.

3.2 Selection of members and filling of positions* Employer members will be chosen by the **FARM** to represent the employer; these are typically individuals who are managers or have managerial duties.
* Worker members will be nominated and voted in by the workers. Nominated workers must agree to have their name stand prior to the vote.
* Worker members cannot be owners, managers, or anyone associated with the management of work.
* Vacancies must be filled within X days of the vacancies occurring, using the process described here.

3.3 Co-chairs* The committee will have two co-chairs, one representing workers and one representing the employer.
* The employer co-chair will be selected by the employer members on the committee. Employer members will be nominated and voted in by the employer members.
* The employee co-chair will be selected by the employee members on the committee. Employee members will be nominated and voted in by the employee members.

3.4 Secretary* The secretary will be selected by all the committee members. Members will be nominated and voted in by all the committee members.

3.5 Guests* Guests are non-voting members who may be asked to attend some or all of the committee meetings. Guests may include subject matter experts, health and safety advisors, etc.
* Any Alberta Occupational Health and Safety Officer has the right to attend any committee meeting as an observer.

3.6 Posting of Names* The workplace contact information for the committee members will be posted at every worksite in a highly visible area.
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| **4.0 Duties of a Health and Safety Committee** |
| 4.1 Listen to workers’ health and safety concerns at work, think about them carefully, and decide what to do with that information. These concerns may be received anonymously, by email to the committee email address, in person, etc.4.2 Act as champions of health and safety by working safely and taking their role seriously. This will include participating in conversations with other committee members.4.3 Participate in the farm’s hazard assessment process.4.4 Make recommendations to the farm employer in respect to the health and safety of the people working on the farm.4.5 Review health and safety records, such as:* Work site inspections
* Incident investigations
* Dangerous work refusal reports
* Worker overexposure reports
* ….

4.6 Participate in developing, implementing, and reviewing policies and procedures. This includes:* Violence and harassment prevention plans
* Training and competency policies and procedures
* ….

4.7 Ensure confidentiality when presented with information relating to incidents, dangerous work refusals, and any other matter deemed confidential by the committee or employer unless authorized by the **FARM** or required by law.4.8 Accompany an Occupational Health and Safety Officer on an inspection, if requested.4.9 These duties and functions are to be carried out during normal working hours.4.10 Co-chairs will also be required to work with other committee members for the purpose of obtaining agreement regarding concerns and recommendations. This may include encouraging discussion and moderating discussions. |
| **5.0 Training**  |
| ***Describe what training for members will look like.***5.1 Members will be trained in:* Their roles and responsibilities of co-chairs and members.
* The obligations of work site parties.
* The rights of workers.
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| **6.0 Term of Office** |
| ***Outline what a term in office will look like.***6.1The committee had determined that each member’s term in office will be X years.6.2 Include any additional items that the farm has decided on, such as how many terms may be served consecutively, how many terms may be served in total, etc. |
| **7.0 Meeting Framework & Records** |
| ***Describe the meeting schedule and how meetings will be conducted.***7.1Quorum* In order for the meeting to be valid, quorum must be met.
* Quorum requires at least half of the committee members to be present, both worker and employer members must be present, and at least half of the members present are workers members (there cannot be more employer members than worker members).

7.2Frequency and schedule* Committee meeting will be scheduled…..
* Committed members will be notified of meetings X days in advance.
* Meetings will be scheduled during normal working hours.
* Special meetings will be held…(explain) or when required to do so by an Alberta Occupational Health and Safety Officer.

7.3 Agenda* The secretary will request agenda items from committee members X days before the meeting.
* The secretary will prepare a meeting agenda and send it to the co-chairs, for approval at least X days before the meeting.
* The secretary will send the approved agenda to all committee members at least X days before the meeting.

7.4 Meeting conduct* Co-chairs will take turns (alternate) leading meetings.
* The meeting will begin by reading the agenda, and members may request additions be made to the agenda. The committee will decide whether or not to accept additions.
* The meeting will follow the agenda items in order.
* Items will be voted on as appropriate and recorded in the meeting minutes.

7.5 Voting* Members will vote by raising their hands, and the option with the most votes will be chosen.

7.6 Meeting Minutes * The secretary will record the meeting minutes through written notes.
* The meeting minutes will be provided to the committee members within X days of the meeting occurring.
* Members will provide corrections to the secretary within X days of receiving the draft of the meeting minutes.
* The secretary will make the necessary revisions and redistribute the final meeting minutes withing X days of the meeting.
* The meeting minutes will be provided to (POSITIONS) and posted on the bulletin board in the Lunchroom.
* The secretary will store copies of the meeting minutes (HERE).
* Meeting minutes will be kept for X years and be accessed by the following (POSITIONS).

7.7 Special Meetings* The committee must hold what is called a special meeting when requested to do so by an Occupational Health & Safety Officer.
* The farm may hold a special meeting if circumstances warrant it, such as a serious incident or potential for serious incident.
* The meeting will be conducted as any other meeting, with the exception of the agenda. An agenda will prepared and provided to members in advance when time allows.
* Meeting minutes will be kept for a minimum of 2 years and be kept readily available.
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| **8.0 Reporting Concerns & Making Recommendations** |
| ***Describe the process for how concerns and recommendations will be made.***8.1The co-chair who leads the meeting will forward the committee’s health and safety concerns and/or recommendations to the employer within X days, unless another time period has been specified by the committee.8.2 Concerns and recommendations will be provided to the … |
| **9.0 Replacing Members During Their Term in Office** |
| ***Outline when and how members will be replaced during their term in office.***9.1 Removing a Committee Member* A committee may remove a committee member if they are found not to be performing their duties, being disruptive at meetings, acting in ways that could compromise the reputation and effective functioning of the committee…..
* If following an investigation, the committee is provided with sufficient evidence that would support the removal of a committee member, all committee members will vote for or against their removal.
* Members will vote by raising their hands, and the option with the most votes will be chosen.

9.2 Replacing a Member * When a member is unable to complete their term in office (or if a member has been removed), a new member will be selected following the procedure outlined in 3.0 Committee Membership.
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| **10.0 Dispute Resolution Process**  |
| ***Describe the dispute resolution process.***10.1The co-chair leading the meeting will, to the best of their ability, make all reasonable efforts to resolve the issue. 10.1When an item cannot be agreed upon or settled through the voting process outlined in 7.0 Meeting Framework & Records, the co-chair leading the meeting will forward the matter and concerns of the committee to the employer. The co-chair will follow the process outlined in 8.0 Reporting Concerns & Making Recommendations. |
| **11.0 Monitoring & Review** |
| ***Describe how the Terms of Reference will be monitored and reviewed.*** 11.1 The committee will review this Terms of Reference at minimum once every three years, or more often as deemed appropriate. |
| **12.0 Relevant Legislation** |
| ***Include any applicable legislation here.*** 12.1 Alberta Occupational Health and Safety Act, Part 2 Health and Safety Committees, Representatives and Programs12.2 Alberta Occupational Health and Safety Code, Part 13 Joint Health and Safety Committees and Health and Safety Representatives |
| **13.0 Related Policies, Procedures & Other Documents**  |
| ***List any farm specific or industry specific documents that support or relate to this.***13.1 List any here…. |
| **Approvals** |
|  |  |  |  |  |
|  | *Signature Here* |  | *Signature Here* |  |
|  | First & Last Name Here |  | First & Last Name Here |  |
|  | Employer Co-Chair |  | Worker Co-Chair |  |
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