



Joint Workplace Health and Committee

Background

Kee Tas Kee Now Tribal Council Education Authority is committed to providing healthy and safe environments for its employees, students, volunteers, contractors and visitors. An effective health and safety management system that supports preventive and responsive attitudes and behaviors at all levels of management, supervision, and staff willing to help to ensure a healthy and safe environment. Health and safety is a shared responsibility.

Guidelines

Under the Occupational Health and Safety Regulation, KTCEA has the obligation to establish a Joint Workplace Health and Safety Committee (JWHSC). The primary role of the JWHSC is to provide a venue for Health and Safety matters to be identified and addressed.

#	Procedure	Roles & Responsibilities
1.	<p>The Joint Worksite Health and Safety Committee is responsible to:</p> <ul style="list-style-type: none"> 1.1 Receive/ address concerns about worksite health and safety that have a division wide impact and maintain a record of these concerns. 1.2 Recommend effective action to prevent serious injuries and incidents. 1.3 Develop/promote/review division wide health and safety education and training. 1.4 Assist in the development/ review and recommendation of health and safety practices and procedures including violence and harassment prevention plans. 1.5 Support/ participate in identification of potential health and safety hazards (Hazard Assessments). 1.6 Support/participate in investigating serious injuries and incidents at the worksite as requested by the Health & Safety Coordinator. 1.7 Develop/promote measures to protect the health and safety of staff and students and monitor the effectiveness of measures. 1.8 Review of incident/injury records and collaborate on or support corrective actions as needed. 1.9 Maintain accurate records of meetings and action items. 	Superintendent
2.	The JWHSC will consist of members from all major staff groups.	Superintendent

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Alberta Occupational Health and Safety Act
Alberta Occupational Health and Safety Code
Alberta Occupational Health and Safety Regulation

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.