

HEALTH, SAFETY AND ENVIRONMENT COUNCIL AND COMMITTEES

Section:	Health, Safety and Environment (HS)
Subject:	Health, Safety and Environment
Legislation:	<i>Occupational Health and Safety Act (RSA 2000 cO-2)</i> and related legislation; <i>Environmental Protection and Enhancement Act (RSA 2000 cE-12)</i> .
Effective:	March 12, 1998
Revision:	August 1, 2003 (reformatted); April 26, 2005; December 11, 2009; September 16, 2011; March 23, 2016; September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The Board of Governors is committed to protecting the health, safety and environment of all members of the SAIT community. Campus operations will be managed to minimize risks and fully comply with applicable legislation.

PROCEDURE**DEFINITIONS**

Joint Health, Safety and Environment committee

For the purpose of this procedure, a joint Health, Safety and Environment committee is the forum for bringing the internal responsibility system into practice. The committee consists of SAFA, AUPE and management representatives who regularly meet to address health and safety issues.

SAIT community

For the purpose of this procedure, the SAIT community includes SAIT's governors, employees, students, contractors, and visitors.

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PROCEDURE

A. SAIT Health, Safety and Environment (HSE) Council

1. Mandate

- a) The SAIT Health, Safety and Environment (HSE) Council complements SAIT's Health, Safety and Environment Management System (HSEMS), administered through the HSE committees, by:
 - i) Enabling the implementation and auditing of all elements required for a Certificate of Recognition;
 - ii) Ensuring that recommendations generated from required corrective actions that cannot be addressed at school/department levels are followed through and addressed;
 - iii) Ensuring that the goals and objectives in the HSEMS and associated programs are measured to provide continuous improvement;
 - iv) Helping to communicate the goals of the HSEMS to members of the SAIT community;
 - v) Providing feedback to the appropriate members of the SAIT community;
 - vi) Providing leadership by example in safe work practices; and
 - vii) Recommending to the president and CEO, through the vice president responsible for health and safety, changes and improvements to the HSEMS.
- b) Council reports to the vice president responsible for health and safety, who will review and approve its Terms of Reference.
- c) HSE will provide guidelines, assistance and information to HSE Council in its creation of an effective Terms of Reference.
- d) HSE Council will review statistical summaries of recorded incidents including completed incident reports, health treatment services, medical aids, near misses and first aid reports.

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- e) HSE Council will review and recommend action to the vice president responsible for health and safety with regard to any health, safety or environment issues which are not resolved at a school/department level.

2. Membership and Structure

- a) HSE Council will consist of nine SAIT individuals, as follows:
 - i) One non-management employee appointed by AUPE Local 039;
 - ii) One non-management employee appointed by the Administrative, Professional and Technical (APT) group;
 - iii) President or appointed representative of the SAIT Students' Association (SAITSA);
 - iv) Three management employees appointed by SAIT's president and CEO or delegate; and
 - v) Three non-management employees appointed by the SAIT Academic Faculty Association (SAFA);
- b) Ex officio resource members will include, but not be limited to, one representative from HSE, one representative from SAIT's Health Clinic and one representative from the Facilities Management department.
- c) The vice president responsible for health and safety will appoint one member from HSE Council as its chair. The council will select the vice-chair, who must be a non-management representative, from the membership. The process for vice-chair selection is set out in the Terms of Reference.
- d) HSE Council will have a recording secretary, who may be additional to the council or a current member.
- e) HSE Council members will be appointed for a minimum two-year term of office, with the exception of the SAITSA president (who may change each year as a result of the annual student elections). The maximum term will depend on school/department and HSE Council requirements. Appointments will be staggered to ensure committee continuity.

3. Meetings

- a) HSE Council will meet on a monthly basis.
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- b) Agenda items must be forwarded to the chair at least one week before the scheduled meeting. The recording secretary and the chair will prepare the agenda and distribute it to HSE Council members before the meeting.
- c) Draft meeting minutes will be recorded and distributed to HSE Council members no later than two weeks after the meeting. Minutes will be communicated throughout the workplace, as set out in the Terms of Reference.
- d) The chair will make recommendations in writing to the vice president responsible for health and safety.

B. School/Department Joint Health, Safety and Environment Committees

1. Mandate

- a) Every SAIT school/department will have a Health, Safety and Environment (HSE) committee reporting to its dean, director or designate.
- b) The HSE committees complement SAIT's Health, Safety and Environment Management System (HSEMS) by:
 - i) Conducting incident investigations as required. In the event of a serious incident involving lost time or that requires immediate reporting to the Alberta government, HSE shall be notified and will assist with the investigation;
 - ii) Making recommendations to the respective dean, director or designate as appropriate, with regard to changes to school/department health, safety and environmental procedures and practices, as per the Terms of Reference; and
 - iii) Reviewing changes in programs and procedures which may have an impact on the health and safety of members of the SAIT community or which may have an environmental impact.

2. Membership and Structure

- a) HSE committees will usually consist of a minimum of one employee from each section in the school/department. If a school/department has many sections which perform similar functions, it is acceptable to have reduced representation. If there is only one section in the school/department, the committee will consist of

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a minimum of two employees, one representing management and one representing the applicable bargaining unit.

- b) Membership on HSE committees should be voluntary. If voluntary members are not available, the dean, director or designate will appoint members.
- c) Members will be appointed for a minimum two-year term of office. Appointments will be staggered to ensure committee continuity.

3. Meetings

- a) HSE committees are required to meet at least once every three months, although they are encouraged to meet monthly. The frequency of meetings will depend on the degree of risk of the combined activities of the school/department HSE system.

C. Handling Concerns

1. Any member of the SAIT community aware of a health, safety or environment concern will notify that member's supervisor or manager or, in the case of a visitor or contractor, that member's SAIT contact. If the concern is not or cannot be addressed at the supervisory/management level, it should be forwarded to the applicable HSE committee. If the HSE committee cannot resolve the concern, it will forward the concern to HSE Council. If the concern involves the question of assigned work or tasks being unsafe, the process in the SAIT HSEMS Section 12.2, Refusing Unsafe Work must be followed.
2. If the health, safety or environment concern is of an urgent nature, it is to be reported to the supervisor or dean, director or designate as appropriate, the Helpline and HSE.

ASSOCIATED DOCUMENTS

Schedule A HSE Council – Terms of Reference

POLICY/PROCEDURE REFERENCE

HS.1.1 Health, Safety and Environment policy
HS.1.1.1 Health, Safety and Environmental System procedure

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