

Joint Health and Safety Committee – Appendix 352A

Purpose: To provide support and counsel to the Archbishop and the Senior Leadership Team in the development of strategies necessary to fulfill the health and safety requirements as established by the province of Alberta.

Accountability: The Committee is an advisory body to the Senior Leadership Team. It is responsible for the implementation of policies and procedures submitted and processed through the Policy Development and Review Committee.

Membership: Members represent leadership and employees of the Archdiocese responsible for the overall archdiocesan sites and have the necessary knowledge and experience to offer support and coordination in fulfilling the health and safety requirements of these sites.

Other persons may be invited to attend all or part of a Committee meeting to address specific agenda items in their sphere of competence or area of responsibility.

The roles of the JHSC members includes:

- Review and give feedback on developed policy.
- Recognize workplace hazards.
- Evaluate hazards and risks that may cause incidents, injuries and illness.
- Review completed hazard assessments and any associated form(s)
- Assist with the implementation of hazard assessment across Edmonton Catholic Archdiocese's operations.
- Participate in safety and health inquiries and investigations, as appropriate.
- Ensure that health and safety issues are communicated to their supervisor and the senior leadership team.
- Ensure incident prevention and safety program activities are understood.

Review: Periodically, a review of the effectiveness of this Committee will be undertaken.

Agenda/Minutes: Agenda & Minutes will be kept on file in the Human Resources Office.

Meetings & Functions: Meetings and functions are carried out during normal work hours and will be held on a bi-monthly basis (5 times/year).