

# **District 64 – Gulf Islands**

## **JOINT HEALTH AND SAFETY COMMITTEE**

### **CONSTITUTION**

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Amended January 2017

A copy of this Constitution shall be submitted to the  
District No.64 [Gulf Islands] School Board Office.

**SECTION 1            NAME**

The name of the Committee shall be the **District 64 Joint Health and Safety Committee** (School District No. 64 [Gulf Islands]), known within School District No. 64 as the District Joint Health and Safety Committee (JHSC).

The business of the JHSC shall be unbiased towards race, religion, gender or politics.

**SECTION II            PURPOSES**

The purpose of the JHSC includes all provisions stated in this constitution and outlined in:     SD No. 64 Policy Number: 595 - Health and Safety (revision #1) - 1991 06 12

*The JHSC recognizes that the health and safety of all employees and students is of primary concern and is, therefore, committed to providing a healthy and safe working and learning environment.*

The JHSC will adopt standards and practices that are in compliance with, but not limited to, legal and regulatory requirements in order to take all reasonable steps to protect employees and students against health hazards and accidents.

**SECTION III****INTERPRETATION OF TERMS**

The **JHSC** refers to the District 64 Joint Health and Safety Committee, which is recognized by the Board of Education of School District No. 64 [Gulf Islands].

**District** refers to School District No. 64 [Gulf Islands].

**School(s)** refers to any public elementary, middle or secondary educational institution within School District No. 64 [Gulf Islands].

**SD. No. 64** refers to School District No. 64 [Gulf Islands]

**CUPE** refers to the Canadian Union of Public Employees

**GITA** refers to G I (Gulf Islands) Teachers Association

**OHSR** refers to Occupational Health and Safety Representative

## **SECTION IV                      MEETINGS**

1. General meetings shall be held at least once a month during the school year to conduct current business.
2. The JHSC meetings and additional general meetings shall be held at the discretion of the JHSC Chairperson, or upon the receipt of a petition representing fifty percent (50%) of JHSC Members.
3. Meetings will be conducted efficiently and with fairness to the JHSC Members present.
4. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

## **SECTION V                      VOTING**

1. A quorum shall be a minimum of fifty (50) percent of the JHSC Members recognized by the Board of Trustees within School District No. 64 and present at meetings unless the representative pertaining to a specific issue is not available then the issue will be postponed for a later date.
2. Unless otherwise provided, consensus, or a simple majority vote shall decide upon questions arising at any meeting.
3. Each voting JHSC Member shall have one (1) vote per representative present at the meeting.
4. Voting of JHSC Members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands.

6. In the case of a tie vote, the motion will be lost.

## **SECTION VI COMMITTEE MEMBERS AND ELECTIONS**

The affairs of the JHSC shall be managed by a JHSC of Members.

The JHSC Members must be selected annually by June 30<sup>th</sup> by their respective groups are as follows:

- A. MANAGERS (HR) REPRESENTATIVE
- B. OCCUPATIONAL HEALTH AND SAFETY SUPERVISOR
- C. MAINTENANCE (CUPE) REPRESENTATIVE
- D. DISTRICT SCHOOLS PRINCIPALS AND VICE PRINCIPALS (GIPVPA)  
REPRESENTATIVE
- E. TEACHERS (GITA) REPRESENTATIVE
- F. OUTER ISLAND (CUPE) REPRESENTATIVE
- G. DISTRICT TRUSTEE REPRESENTATIVE
- H. CUPE REPRESENTATIVE

Elections shall take place every September for the Co-Chair's and the Recording Secretary. One Co-chair shall be elected by the worker representatives and the other shall be elected by management representatives. The Recording Secretary shall be elected by all representatives.

Nominations shall be verbal and must be seconded. If more than one nomination is received, elections will be held by secret ballot.

**SECTION VII****DUTIES OF COMMITTEE MEMBERS****A. CO-CHAIRS**

1. Shall convene and preside at all JHSC and special meetings, but may delegate a meeting facilitator.
2. Shall ensure that an agenda is prepared and presented.
3. Shall appoint committees where authorized to do so by the JHS Committee.
4. Shall be an ex-officio member to all sub-committees.
5. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the District 64 Joint Health and Safety Committee.
6. Shall be the official spokespersons for the District 64 Joint Health and Safety Committee, but may delegate a spokesperson.
7. Shall be signing officers, if required.
8. Shall submit an annual report.
9. Should have at least one year's prior experience on the JHS Committee.

**B. OCCUPATIONAL HEALTH AND SAFETY SUPERVISOR and****C. MANAGERS (HR) REPRESENTATIVE**

1. Shall act as the liaison between the JHSC and the Managers.
2. Shall ensure that JHSC information is received by the Managers.
3. Shall help identify suitable District representatives for JHSC sub-committees.
4. Shall process JHSC forms and applications, as required.
5. Shall assist all Managers in responding to the JHSC resolutions.
6. Shall submit an annual report, if requested by a Co-Chair.

#### D. RECORDING SECRETARY

1. Shall keep accurate and official minutes of the JHS Committee.
2. Shall distribute minutes to JHSC members, as soon as possible after the last meeting, any amendments or corrections will be made as necessary.
3. Shall keep an accurate copy of the Constitution and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed.
4. Shall make available on request, to any member of the JHS Committee, a copy of the Constitution.
5. Shall keep an up-to-date record of the JHSC representatives.
6. Shall be responsible for maintaining files.

#### E. MAINTENANCE (CUPE) REPRESENTATIVE

1. Shall act as the liaison between the JHSC and Maintenance workers and CUPE.
2. Shall ensure that JHSC information is received by the Maintenance workers and CUPE.
3. Shall help identify suitable District representatives for JHSC sub-committees.
4. Shall process JHSC forms and applications, as required.
5. Shall assist all Maintenance workers and the CUPE in responding to the JHSC resolutions.
6. Shall submit an annual report, if requested by a Co-Chair.

F. DISTRICT SCHOOLS PRINCIPALS AND VICE PRINCIPALS (GIPVPA)  
REPRESENTATIVE

1. Shall act as the liaison between the JHSC and District Schools Principals.
2. Shall ensure that JHSC information is received by the District Schools Principals.
3. Shall help identify suitable District representatives for JHSC sub-committees.
4. Shall process JHSC forms and applications, as required.
5. Shall assist all District Schools Principals in responding to the JHSC resolutions.
6. Shall submit an annual report, if requested by a Co-Chair.

G. TEACHERS (GITA) REPRESENTATIVE

1. Shall act as the liaison between the JHSC and the GITA.
2. Shall ensure that JHSC information is received by the GITA.
3. Shall help identify suitable District representatives for JHSC sub-committees.
4. Shall process JHSC forms and applications, as required.
5. Shall assist the GITA in responding to the JHSC resolutions.
6. Shall submit an annual report, if requested by a Co-Chair.

H. OUTER ISLAND (CUPE) REPRESENTATIVE

1. Shall act as the liaison between the JHSC and the Outer Islands Schools.
2. Shall ensure that JHSC information is received by the Outer Islands Schools.
3. Shall help identify suitable District representatives for JHSC sub-committees.
4. Shall process JHSC forms and applications, as required.
5. Shall assist all Outer Islands Schools in responding to the JHSC resolutions.



6. Shall submit an annual report, if requested by a Co-Chair.

#### I. DISTRICT TRUSTEE REPRESENTATIVE

1. Shall act as the liaison between the JHSC and the District Trustees.
2. Shall ensure that JHSC information is received by the District Trustees.
3. Shall help identify suitable District representatives for JHSC sub-committees.
4. Shall process JHSC forms and applications, as required.
5. Shall assist the District Trustees in responding to the JHSC resolutions.
6. Shall submit an annual report, if requested by a Co-Chair.

### **SECTION VIII COMMITTEE RESPONSIBILITIES**

The JHS Committee, in accordance to the provisions outlined in SD No. 64 Procedure Number: 595 - Health and Safety (revision #1) - 1991 06 1, shall:

- a. Hold regular meetings at least once per month (September - June) , record proceedings and forward the minutes promptly to the District OHSR Officer.
- b. Assist in encouraging a safe environment for students, visitors and staff within the District.
- c. Recommend actions, which will improve the effectiveness of the health and safety program.
- d. Promote compliance with health and safety regulations.

- e. Determine that regular inspections of the place of employment have been carried out and that accident investigations have been made.
- f. Recommend measures to attain compliance with regulations and the correction of hazardous conditions.
- g. Endeavour to provide and maintain a healthy and safe working and learning environment.
- h. Be responsible for the adequate direction and instruction of employees in the safe performance of their duties.
- i. Ensure that regular inspections are made at appropriate intervals of all district premises, equipment, work methods and work practices, and ensure that prompt action is undertaken to correct any hazardous conditions found.

## **SECTION IX            TERM OF OFFICE**

1. The term of office for Chairperson shall commence in September of each year and continue through to the following June.
2. The term of office for remaining JHSC Members shall commence in September of each year and continue through to the following June.
3. There is no limit to how many years any JHSC Member may serve on the JHS Committee.
4. No person may hold more than one JHSC Members position at any one time.

**SECTION X HEALTH AND SAFETY SUB-COMMITTEES**

1. A Co-Chair, in consultation with the JHSC Members, shall appoint representatives to any Health and Safety sub-committees, as deemed necessary.
2. Representatives shall endeavor to represent views of the JHSC rather than their own opinion, unless they are members of a focus group, where an individual opinion is sought.
3. Representatives shall contact a Co-Chair or designate, monthly prior to the JHSC meeting and submit a report if requested by a Co-Chair.

**SECTION XI CONSTITUTION AMENDMENTS**

Amendments to the Constitution of the District 64 Joint Health and Safety Committee may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all JHSC Members (a minimum of 7 days in advance).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of the JHSC Members present at the meeting will be required to amend the Constitution.

## **SECTION XII                      CODE OF CONDUCT**

1. The District 64 Joint Health and Safety Committee is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

2. A JHSC Member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

3. A person who accepts a position as a District 64 Joint Health and Safety Committee Member shall:

- a) Uphold the constitution, policies and procedures of the District 64 Joint Health and Safety Committee.
- b) Perform her/his duties with honesty and integrity.
- c) Work to ensure that the well-being of all district employees, visitors and students is the primary focus of all decisions.
- d) Respect the rights of all individuals.
- e) Endeavour to represent the views of the JHSC rather than their own opinion.
- f) Encourage and support district employees, visitors or students with individual or group concerns to act on their own behalf and provide information on the process for taking forward concerns.
- g) Work to ensure that issues are resolved through due process.
- h) Strive to be informed and only pass on information that is reliable and correct.
- i) Respect all confidential information.
- j) Support Health and Safety awareness and education.