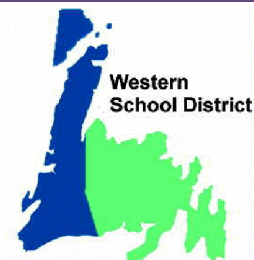


MEMBERSHIP

The committee is comprised of employee and employer representatives who are either appointed or elected by their respective group.

For the 2010-2011 school year, the committee consists of the following:



DISTRICT OFFICE OCCUPATIONAL HEALTH & SAFETY COMMITTEE

EMPLOYEE REPRESENTATIVES

- **Effie Manning, Textbook Clerk (CUPE)**
- **Bill Allan, School Health Promotion Consultant (NLTA)**



EMPLOYER REPRESENTATIVES

- **Marcus Linehan, HR Manager**
- **Sarah Battcock, Purchasing Manager**

For More Information,
Please contact:

Mr. Marcus Linehan
Human Resources Manager
(Occupational Health & Safety)
Western School District
Tel: 709-637-4619
Email: marcus.linehan@wnlsd.ca

INFORMATION GUIDE



PURPOSE

The Occupational Health and Safety (OH&S) Committee at the District Office is a joint advisory group made up of employer and employee representatives. The primary role of the Committee is to improve health and safety in the office by recognizing hazards, making recommendations for corrective actions, responding to workers' concerns, monitoring the OH&S Program and acting as a resource to the employer in matters concerning health and safety.

Meetings are held on a quarterly basis, typically scheduled for September, December, March and June. Special meetings may be called by either co-chairperson to address significant OH&S concerns. In addition to the quarterly meetings, the committee also performs regular safety inspections of the workplace.



ACTIVITIES / DUTIES

The activities of the OH&S Committee are confined to matters that directly relate to the health, safety and welfare of employees, students and other persons at or near the workplace. Some of the committee's major duties are:

- ❖ Participate in workplace inspections.
- ❖ Identify aspects of the office that may be unhealthy or unsafe.
- ❖ Receive and investigate OH&S concerns from workers.
- ❖ Make recommendations for the enforcement of OH&S standards.
- ❖ Establish and promote OH&S educational programs for staff.
- ❖ Assist with the development of an OH&S Program.
- ❖ Participate in the investigation and follow-up of work refusals.
- ❖ Co-operate with an OH&S Officer exercising his / her duties.
- ❖ Maintain records as to the receipt and resolution of OH&S concerns.

REPORTING OH&S CONCERNS

If you have an occupational health or safety concern, you should report it to your supervisor, who will attempt to address or resolve the matter (i.e. **first stage – direct resolution**).

If a satisfactory resolution cannot be achieved at the first stage, then you should refer the matter to a member of the OH&S Committee at the District Office. The committee will discuss at their next meeting. If the concern is of a serious nature, a special meeting may be called. The committee will attempt to resolve the matter in consultation with Board personnel. (i.e. **second stage-committee involvement**).

The OH&S concern may be referred to the Department of Government Services (OH&S Division) if the OH&S Committee is unable to resolve the matter (i.e. **third stage- outside assistance**).

