



# Health & Safety Committee Terms of Reference

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## SLNC Health & Safety Committee Terms of Reference

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The Health & Safety Committee is a core committee of SLNC Operations. The H&S Committee is responsible to the Board H&S Rep; reporting to Board meetings as needed.

### **PURPOSE:**

The primary purpose and role of the Health & Safety Committee is to ensure the safety of our staff and operational volunteers. Within this mandate, the committee shall exercise oversight in the core responsibilities of Reporting / Mitigating Workplace Hazards, Maintaining Proper Documentation, Ensure Proper and Effective Training in all areas of Operations and provide a sounding board for staff to voice safety, and workplace concerns.

### **CORE RESPONSIBILITIES:**

#### **1. Reporting/Mitigation of Unsafe Hazards**

- Ensure that all Equipment and Facilities are in safe working order;
- Provide guidelines and recommendations on ways to improve staff, member and guest safety throughout the facility;
- Maintain accurate records of workplace injuries as well as general public first aid incidents;
- Provide the Board with an annual summary of operational changes, incidents, and claims.
- Advise Management on required measures to make the workplace safe for all staff members and key operational volunteers.

#### **2. Maintaining Proper Documentation & Resources**

- Creation or review of safety documents including the Staff Manual, Emergency Response Plan, WHMIS, various Policies and Procedures, Deactivation Plans for Equipment, Training Manuals and Logs, etc;
- Assist with the creation of content for staff, volunteers and the public regarding hazards at the facility;
- Ensure the Management is completing regular safety checks and is keeping the appropriate records required by WorkSafeBC.

#### **3. Staff and Operational Volunteer Training & Certification**

- Creation of an online training platform with appropriate workplace H&S components;
- Recommend and prioritize required safety training for key people within the organization;
- Ensure that the Club has all the required PPE and training in place on how to use it;
- Nominate Trainers within the organization that can assist the club in providing a high quality of safety standards while ensuring the cost is maintained at an appropriate level.

#### **4. Risk Management**

- Limit the clubs overall liable risk by mitigating issues in a proactive way;
- Create and review annually the Risk Assessment Framework and address any outstanding high-risk situations;
- Establishment and oversight of all document filing systems both manually and electronically;
- Meet with various working groups within the organization to identify risks;
- Establish and maintain a centralized filing system for all H&S records;

#### **COMMITTEE MEMBERSHIP:**

- The Health and Safety Committee shall be comprised of the General Manager, a Board Representative, and Industry Professional, First Aid Lead, Grooming Lead or Rep and the Office Manager. Other staff or club volunteers may be included on this Committee should they express interest.
- The Chair of the Committee shall be the General Manager.
- Committee members should serve for a term of not less than two years and may be reappointed at the discretion of the Committee for additional terms.

#### **COMMITTEE MEETING SCHEDULE AND REPORTING:**

- The Health and Safety Committee meets once in the spring, once in the summer and then ramps back up for monthly meetings from October through March.
- Minutes of each meeting must be prepared and circulated to the Health & Safety Committee and made available to the Board in the H&S Folder of the Board of Directors shared drive.
- Highlights from these meetings will also be noted in the monthly GM's Report to the Board.