

SLNC Joint Health & Safety Committee Terms of Reference

Revised: December 16th, 2022

Revised: November 17th, 2023

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

PURPOSE: The primary purpose and role of the Joint Health & Safety Committee is to inform operations regarding the safety of our staff, operational volunteers, membership and the public at large.

CORE RESPONSIBILITIES:

1. Reporting/Mitigation of Hazards Related to H & S;

- Review that all Equipment, Trails and Facilities are in safe functional order;
- Provide guidelines and recommendations on ways to improve staff, member and guest safety throughout the facility;
- Maintain accurate records of workplace injuries, guest feedback as well as public first aid incidents;
- Provide the Board with an annual summary of operational changes, incidents, and claims.
- Advise Management on required measures to make Sovereign lake Nordic Club safe.
- Creation and review of H & S Policy, including but not limited to Departmental Training requirements, PPE requirements, and Roof safety.
- Review and Advise on WorkSafe regulations and documentation.

2. Risk Management

- Limit SLNC overall liable risk by advocating the mitigation of issues in a proactive way;
- Create, review and update annually the Risk Assessment Framework and address any outstanding high-risk situations;
- Establishment and oversight of all H & S document filing systems both manually

and electronically;

COMMITTEE MEMBERSHIP:

The Joint Health and Safety Committee shall include representatives of the workers and employers

- The H&S Committee is composed of the General Manager, SLNC Board Representative, Industry Professional, First Aid Representative, Operations staff or management and, Programs staff representative.
- 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 MEETING SCHEDULE AND REPORTING:

Meetings: The Joint Health and Safety Committee meets 3 times a year-September/January/April

Reporting to BOD : GM