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CSU 52 / EPL HEALTH SAFETY COMMITTEE

SEEKING COMMITTEE MEMBERS

Civic Service Union 52 is currently seeking two Members-at-Large to represent workers at the CSU 52 and EPL Health Safety Committee

This committee provides an opportunity for Union and Management representatives to discuss Health and Safety issues that affect our membership/employees as a whole, and a forum for us to work together to come up with solutions. Please refer to the attached Terms of Reference for the purposes and functions of this committee.

If you are interested in being a part of this committee, please send an email to info@csu52.org by Monday, December 12, 2022 stating why you would like to join.

Selected candidates will be notified and announced by January 6, 2023. The next meeting of the committee will be held in Q1, no later than February 28, 2023.



CSU 52 / EPL Health Safety Committee Recruitment



Submission Deadline: Monday, December 12, 2022

Health and Safety Committee Terms of Reference

1. Name of the Group

Edmonton Public Library (EPL) and Civic Service Union (CSU) 52 Joint Health and Safety Committee (HSC).

2. Membership Selection and Representation

HSC members are selected in a manner to provide equitable representation of workers, management, and out of scope staff to address relevant occupational health and safety concerns at the work site. EPL ensures appropriate representation of management and out of scope employees by selecting employer HSC members from various divisions and service points. CSU 52 ensures appropriate representation of CSU 52 unionized employees by selecting worker HSC from various service points and roles.

As per s.196.2 of the OHS Code and Section 10 (*Co-chairs*), the employer co-chair is chosen by the employer HSC members and the worker co-chair is chosen by the worker HSC members.

In addition to the HSC, each EPL location will have one employer and one worker Health and Safety Liaison (HSL). EplGO locations (HVY, MCN, and WHP) share HSLs with their tandem branch. The Stanley A. Milner Library has one employer and one worker HSL, and the Safety Consultant on site to assist with area-specific questions and concerns (e.g., Fab Lab, Teaching Kitchen, offices).

3. Composition

The Committee shall consist of eight members. The worker members are selected by CSU 52 and the workers they represent, and employer members assigned by EPL. The HSC composition will adhere to the following requirements.

- a) One worker member will be a Labour Relations Officer and alternate appointed by the President of Union CSU 52.
- b) One worker member will be the Library Representative from the CSU 52 Board of Directors, as elected by EPL employees.
- c) Two worker members will be selected by CSU 52.
- d) One employer member will be the Director, Human Resource Services.
- e) Three employer members will be selected by EPL.

In addition to the eight committee members, the President of CSU 52, and the Chief

Executive Officer of EPL are welcome to attend any HSC meeting as non-voting x-officio attendees. The EPL Safety Consultant attends HSC meetings as a resource for both employer and worker members, and a designated administrator is provided by EPL to assist in administrative matters; both in a non-voting capacity.

4. Purpose

The primary purpose of the HSC is to identify and resolve safety concerns. The committee receives system-wide suggestions and health and safety concerns that cannot be addressed at the branch level despite consultation with the appropriate parties. The HSC aids in increasing two-way communication between EPL and staff and promotes health and safety at the work sites.

5. Duties

The duties of the HSC aligns with s.13(6) of the OHS Act and include the items below.

- a) Receive, consider, and respond to concerns regarding the health and safety of workers.
- b) Cooperate and collaborate with the appropriate parties to find solutions to ongoing and/or re-occurring health and safety concerns.
- c) Participate in the identification and assessment of hazards.
- d) Make recommendations regarding the health and safety of workers to EPL to enhance safety.
- e) Review quarterly HSL inspections.
- f) Cooperate with OHS Officers.

All duties shall be performed during normal working hours. If a committee member is not fulfilling the duties listed above, both co-chairs will meet with the member to discuss performance. If the person not fulfilling their duties is a co-chair, they will meet with the other co-chair. If the member continues to not fulfill their duties by the next quarterly meeting they will be removed from the committee and a new member will be selected in accordance with Section 14 (*Replacing a Health and Safety Committee Member During a Term of Office*).

6. Records

The Committee will keep accurate records of all activities conducted by, and all items addressed by the Committee for a minimum of two years.

Records include meeting agendas, meeting minutes, recommendations to EPL, and any other documentation related to the duties of the Committee.

7. Inspections

The committee will review the summary of major HSL inspection findings at each quarterly meeting.

When an Occupational Health and Safety (OHS) Officer inspects a work site, the officer may request any member of the HSC be present at that inspection.

8. Meetings

The Committee will hold regular meetings as follows.

- a) Quarterly.
- b) If requested by a HSC co-chair.
- c) If requested by an OHS Officer.

Meetings shall be held during normal working hours. A quorum is required to hold a meeting as per Section 12 (*Quorum*).

9. Agendas and Meeting Minutes

Meeting agendas and minutes will be taken for quarterly and special meetings and will adhere to the guidelines below.

- a) Agendas and minutes will follow the approved templates.
- b) Agendas will be drafted by the designated administrator and/or the Safety Consultant and approved by the co-chairs. Agendas will be distributed to members prior to the meeting.
- c) The designated administrator will ensure meeting minutes are recorded.
- d) The HSC co-chairs must approve and sign meeting minutes within 14 days of the meeting.
- e) The designated administrator must ensure copies of the approved and signed meeting minutes are posted to the OHS Documents page of Staffweb within 21 days after the day the meeting was held.

10. Co-chairs

Two co-chairs will be selected by the committee members they represent.

- a) The worker members shall select the worker co-chair (typically the Labour Relations Officer appointed by the President of CSU 52).
- b) The employer members shall select the employer co-chair (typically the Director, Human Resource Services).

The co-chairs will:

- a) Alternate in serving as chair at HSC meetings.
- b) Participate in all decisions of the Committee.
- c) Ensure meeting minutes are approved and signed within 14 days of the meeting.
- d) Ensure copies of approved meeting minutes are posted to Staffweb within 21 days of the meeting.

Either HSC co-chair may call a special meeting.

11. Training

HSC members will complete basic OHS training that includes the following.

- a) The roles and responsibilities of co-chairs and committee members.
- b) The obligations of work site parties.
- c) The three basic rights of workers.

All training shall be performed during normal working hours.

12. Quorum

A quorum is required to conduct a valid HSC meeting and to make recommendations to EPL. Quorum is achieved as follows.

- a) One-half the HSC is present; and
- b) Present members include both worker and employer members; and
- c) At least one-half of present members are workers.

13. Terms of Office

EPL values including a variety of perspectives in health and safety conversations. HSC employer and worker members will rotate every two years, in alignment with other EPL Teams. In alignment with Section 3 (*Composition*), the Labour Relations Officer, Library Representative from the CSU 52 Board of Directors, and the Director, Human Resource Services are not included in the rotation.

14. Replacing a Health and Safety Committee Member During a Term of Office

The procedure for replacing a HSC member is specified below.

- a) Announce the departure of the leaving HSC member to the HSC.
- b) Determine the type of member represented by the leaving HSC member (employer/worker).

- c) Select the new HSC member within 60 days. Consistent with Section 2 (*Membership Selection*), EPL will select employer members and CSU 52 will select worker members.
- d) Announce the new HSC member to the committee and to EPL staff.
- e) Amend any documentation to reflect the change.

If CSU 52 does not select the new HSC worker member within 60 days, EPL will select the worker member as per s.196.1(6) of the OHS Act.

15. Coordination with the Health and Safety Liaisons

HSLs will bring system wide OHS suggestions and health and safety concerns that cannot be addressed at the branch level despite consultation with the appropriate parties to the HSC for consideration. The HSC will consider suggestions and concerns from the HSLs and determine whether to submit a recommendation to EPL, in alignment with Section 16 (*Recommendations to Edmonton Public Library*).

16. Recommendations to Edmonton Public Library

Recommendations to EPL will follow the requirements outlined below.

- a) Written using the approved template.
- b) Directly related to health and safety.
- c) Reasonable.
- d) Clear and complete (ensure EPL will not need more information to decide).

Task steps for developing and submitting a recommendation are outlined below.

- a) Determine who will draft the recommendation.
- b) The volunteer gathers information and drafts the recommendation.
- c) The volunteer shares the drafted recommendation with all HSC members via the HSC Teams group for review.
- d) HSC members review the recommendation and provide feedback within 14 days.
- e) The volunteer revises the recommendation if necessary.
- f) The volunteer shares the final draft with all HSC members via the HSC Teams group and members vote via Teams whether to submit the recommendation.
- g) The co-chairs complete a final review within 7 days.
- h) Co-chairs present the recommendation to EPL Executive Leadership Team.

The HSC will strive to develop and submit recommendations by the next meeting, when possible.

17. Dispute Resolution – Failure to Reach Consensus

If the HSC fails after trying in good faith to reach consensus about making recommendations to EPL, either co-chair of the HSC has the power to make unilateral written recommendations to EPL’s Executive Leadership Team.

This Dispute Resolution process does not limit or alter the Collective Agreement or legal status of the parties.

18. Amendments

These *EPL and CSU 52 HSC Terms of Reference* will be reviewed at a minimum annually, when recommended by the Safety Consultant, or by vote of the HSC members.