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## CSU 52 / EPL OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

### SEEKING TWO COMMITTEE MEMBERS

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

The structure of OH&S committees at EPL is subject to changes as we work to comply with legislated changes. Therefore, we are currently seeking **one position for a 1-year term**, and the **other position will be for up to a 2-year term**.

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](mailto:info@csu52.org) by Monday, December 16, 2019 stating why you would like to join.**

The committee will notify the successful Members by the end of December. The next meeting of the committee will be in late January 2020.



Library Occupational Health & Safety Committee



Submission Deadline: Monday, December 16, 2019

## **Edmonton Public Library and Civic Service Union 52 Occupational Health and Safety Committee (OH&SC)**

### **TERMS OF REFERENCE**

#### Mandate:

To protect the health and safety of all Edmonton Public Library employees by:

- Responding to health and safety concerns brought forward by EPL employees
- Inspecting the work site for hazards
- Making recommendations to enhance the safety of the work environment
- Analyzing causes of incidents to prevent recurrence
- Promoting health and safety awareness within the Edmonton Public Library
- May assist in the development of realistic safety policies and safe work procedures
- Helps us to find solutions to difficult health and safety concerns-problems that can only be solved through co-operative efforts

#### Responsibilities:

- Two members of the Committee shall be co-chairs, one representing Management and one representing the Union, to be selected by the respective parties. The co-chairs shall alternate in chairing meetings and shall assume responsibility for Committee operations and business arising resulting from the meetings.
- The Chair will assign a member of the committee to take notes and create a summary of the discussion at the meeting and track any action items; it would be sent to the other co-chair for concurrence before distribution
- Hold regularly scheduled monthly meetings (as required)
- Allow adequate time for effective participation of members on committee activities, subject to scheduling requirements
- Research and share information on developments and progress of health and safety issues and programs for the overall benefit of EPL and the employees
- Establish procedures to ensure that the committee is made aware of all health and safety issues throughout the Library
- Assist in establishing and implementing O, H, and S programs and action plans to improve the health and safety of all EPL employees
- Make use of available City of Edmonton resources to provide professional and technical expertise to the committee as required
- Communicate information from committee meetings and activities to all EPL employees
- Work in conjunction with the Leadership Team to establish training programs that support the health and safety needs of EPL employees

- Upon mutual agreement of the co-chairs, the Committee may:
  - a) invite or permit the attendance of guests;
  - b) make provision for the attendance of employees and others for the purpose of making representations.

Composition:

- 4 Management representatives (HRS, F & O, Library Services)
- 4 Employee representatives consisting of one CSU 52 Business Agent, one elected CSU 52 library representative and 2 elected Union library representatives or library members at large who will be selected by the Committee based on an annual “expression of interest” request prepared jointly by the co-chairs.

Meetings:

- Monthly, 4<sup>th</sup> Monday of each month at 10:00 AM

Term:

- Members of a joint health and safety committee hold office for a term of not less than one year and may continue to hold office until their successors are elected or appointed
- Members of a joint health and safety committee may be re-elected or re-appointed for further terms in accordance with the Composition criteria noted above.

Revised: February 2015

Revised: January 2003

Approved: June, 1998

Executive Team

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