



## LOCAL HEALTH AND SAFETY COMMITTEE

**2.1** The Board firmly believes that the implementation of the Health and Safety Committee is an excellent way to prevent and eliminate potential risks or work-related accidents and occupational illnesses.

**The KSB requires the school administrations to create Local Committees in each community and to send us the list of the members of these committees.**

Local Health and Safety Committees must be created under the following rules:

**2.2** At least one Local Health and Safety Committee is created in each of the following cases:

- a. for the youth and Adult sector in each community;
- b. for the Vocational Training Centre in Inukjuak;
- c. for the office in Kuujjuaq;
- d. for the head office in Montreal

**2.3** Each Local Health and Safety Committee is composed of at least two (2) members of the employer side and two (2) members of the Union side, but the number of representatives can be higher to ensure a representation from all workplaces.

### **Representatives of the employer side:**

- ◆ 2 administrators determined as follows:

The Centre Director, the School Principal, or the vice-principal for schools and Adult Education

### **Representatives of the Union side:**

- ◆ 2 unionised employees appointed by the Union concerned and determined as follows:
  - One non-teaching employee
  - One teacher



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**2.4** Each Local Health and Safety Committee meets at least three times per school year.

- Meetings are held outside of a student attendance hours
- Minutes must be taken and posted locally

**3.2 LHSC** The Local Health and Safety Committees have the following roles and responsibilities:

- a. Exchange and distribute information on issues related to health and safety;
- b. Make recommendations concerning staff training on a local level in the area of occupational health and safety;
- c. Propose and recommend actions aimed at reducing work accidents and work-related illnesses;
- d. Propose and recommend means for reducing costs related to occupational health and safety and work-related illnesses;
- e. Make recommendations in the following areas:
  - I. Processing complaints
  - II. Prevention programs on health and safety
  - III. Risks related to work environment and tasks to be performed by employees
  - IV. Risks related to contaminants and hazardous materials