



WORKPLACE SAFETY AND HEALTH (WSH) COMMITTEE TERMS OF REFERENCE

1. Name of WSH committee:

- The committee shall be known as E4 Homes Inc WSH committee.

2. The committee must have the same number of worker representatives and employer representatives:

- Employer representative 1 – E4 Homes Inc owner
- Employer representative 2 – E4 Homes Inc manager
- Worker representatives - six members

3. Purpose of the committee:

- Our purpose is to promote awareness of safety issues and develop a collaborative relationship between management and workers to identify and resolve safety and health issues within E4 Homes Inc. We ensure the internal responsibility system functions effectively and ensure our organization meets Workplace Safety and Health legislation requirements.

4. Duties and functions of the committee:

- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- Consider and expeditiously deal with complaints relating to the workplace safety and health of workers.
- Consult with workers and the employer on issues related to workplacesafety, health, and environment.
- Make recommendations to the employer and the workers for the improvement of the workplace safety, health, and environment.
- Make recommendations to the employer on educational programs promoting the safety and health of workers and compliance with the WSH Regulation and monitor their effectiveness.
- Advise the employer on programs and policies required under the WSH Regulation for the workplace and monitor their effectiveness.
- Advise the employer on proposed changes to the workplace or the work processes that may affect the safety and health of workers.
- Ensure that incident investigations and regular inspections are carried out as required by the WSH Regulation.
- Participate in inspections, investigations, and inquiries as provided by the Regulation.
- When necessary, request information from the employer about:
 - Known or reasonably foreseeable safety or health hazards to which workers at the workplace are likely to be exposed.
 - Safety and health experience and work practices and standards in similar or other industries of which the employer has knowledge.
- Carry out any other duties and functions prescribed by the Regulation.

5. Records:

- E4 Homes Inc WSH committee will keep accurate records of all matters that come before it. E4 Homes Inc WSH committee will maintain copies of its minutes for a period of at least ten years from the date of the WSH committee meeting to which they relate. We will retain first aid records for at least five years; education and training related records for at least five years after the training session.

6. Meetings:

- E4 Homes Inc WSH committee will meet on a bi-monthly basis.
- Special meetings, if required, will be held at the call of the co-chairs.
- A quorum shall consist of a majority of worker members.
- E4 Homes Inc WSH committee will add procedures it considers necessary for the meetings.

7. Agendas and meeting reports:

- The co-chairs will prepare and distribute an agenda to members prior to the meeting.
- E4 Homes Inc WSH committee will prepare a meeting report and make it available to the employer, all WSH committee members and workers.
- E4 Homes Inc WSH committee will promptly post a copy of the report of each meeting in a place readily accessible to employees.

8. Co-chairs:

- E4 Homes Inc WSH committee will elect co-chairs from its membership.
- The worker representatives shall select the worker co-chair.
- The employer representatives shall select the employer co-chair.
- The co-chairs shall:
 - Lead the meetings and keep them on track (follow the agenda).
 - Ensure the maintenance of an unbiased viewpoint.
 - Arrange the agendas.
 - Review previous meeting reports and material prior to the meetings.
 - Arrange for the meeting place.
 - Notify members of meetings.
 - Prepare meeting agendas/reports.
 - Forward a copy of meeting reports to the employer for distribution.
 - Prepare recommendation(s) and forward to the employer for a response.

9. Terms of office:

- E4 Homes Inc WSH committee members will sit on the committee for two years. (Note: Committees are more effective if terms of office overlap for committee members. This allows a mix of new and experienced committee members on the committee, even after elections). E4 Homes Inc WSH committee members may be re-elected after term of office is complete.
- If a member of E4 Homes Inc WSH committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- If a member of E4 Homes Inc WSH committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.

10. Assistance in resolving disagreements within committee:

- If E4 Homes Inc WSH committee is unable to reach consensus (agreement) on a matter relating to the safety and health of workers at the workplace, a co-chair of the committee may report this to the WSH Branch, which may investigate and attempt to resolve the matter.