



N E W S L E T T E R

2008 Training

As we start the 2008 Calendar year, CayCan has announced 2 training course dates in Edmonton.

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Your Feedback

CayCan Safety needs to hear from you! Our staff is working feverishly to develop and implement new and interesting training programs. Have your say at <http://survey.caycan.ca>

Value and Benefit of Health and Safety Committees

Working Together to Make Worksites Safer

A safe workplace begins with assessing hazards and developing safe work practices and procedures.

To control workplace hazards and eliminate or reduce occupational injuries, illnesses management and employees must be continually involved in an organized prevention program. A successful program is one that involves employees in its planning and management. One of the best ways to do this is by setting up a health and safety committee.

A health and safety committee must have both employee members (selected by a union if there is one, or by the employees themselves) and employer (management) members.

A health and safety committee is a group of worker and employer representatives working together to identify and solve worksite health and safety problems.

Health and safety committees serve as a link between workers and management as well as getting front-line workers actively involved in health and safety. An effective health and safety committee can assist in reducing losses resulting from injuries and illnesses.

A successful health and safety committee operates in an atmosphere of co-operation and avoids the adversarial system, keeping in mind that the committee is not a policy making body and that the normal divisions of authority at the worksite are not being violated. The committee provides recommendations and suggestions and management must give each concern appropriate consideration.



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Often health and safety concerns can be resolved immediately in the course of daily work. Those that are not resolved must be referred to the health and safety committee for further study and action. By posting the minutes of each meeting, the health and safety committee ensures that concerns are kept visible until a satisfactory solution has been found.

A main function of health and safety committees is to put forward recommendations by ending each discussion item with a specific recommendation. By doing this it is less likely they will have to be addressed at each and every meeting. The committee should investigate problems thoroughly and try to find their root causes. The location and time frame should be specified in the recommendations. Individuals are responsible for taking further action if necessary.

The importance of such a committee is recognized in the Canada Labor Code. The code specifies that health and safety committee must be established for companies under federal jurisdiction that employ more than 20 people. For companies with less than 20 employees, a company must have a health and safety representative. Alberta Provincial law does not require health and safety committees, but they are strongly recommended to act as a communication tool between management and employees with respect to health and safety issues.

The committee has to be accessible and responsive to all people in the workplace. Names of the members must be posted in a conspicuous place where they are likely to come to the attention of the employees.

No worker, supervisor, manager, or employer can hold the committee responsible for unsafe or unhealthy conditions. The committee's responsibility is to make recommendations on how health and safety problems may be solved, not for carrying out the necessary changes.

A frequent problem for health and safety committees is the misconception that all responsibilities for health and safety belongs solely to the committee. This is unacceptable. Under Alberta law, each worker is held responsible with regard for the health and safety for themselves and others who work with them. Each supervisor and manager is obligated to take reasonable steps to ensure the health and safety of their workers, and every employee must do the same.

While management has the ultimate responsibility for health and safety at the worksite, it may delegate authority to the health and safety committee. At no time should the committee take action on its own.

Committee members should respond to health and safety concerns raised by the workers in the course of daily work. Members should than advise the worker what steps are being taken, and continue to keep the worker informed of actual progress.

In summary, the responsibilities of the health and safety committee members are:

- Identify unsafe or unhealthy conditions at the worksite
- Recommend corrective actions
- Promote health and safety education programs at the worksite
- Deal with employee's complaints and suggestions relating to health and safety

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The health and safety committee meets during regular working hours at least once per month. Emergencies or special circumstances may require further meeting that may not always be during regular hours.

Employers must respond to any written recommendations from the committee, in writing within 21 days.

Ultimately, employees are the front line in any health and safety program. Any workplace hazard or potential hazard, or any unsafe practice must be reported to the supervisor. In addition, employees have the right to refuse unsafe work, if the physical conditions of the workplace are dangerous to their (or to other) health and safety.

In conclusion a Health and Safety committee:

- Must have management commitment
- Be accountable for achieving goals
- Involve employees in achieving goals
- Identify workplace hazards (through inspections and documented hazards)
- Review reports of accidents and near misses
- Keep accurate records of committee activities, and post in a conspicuous place
- Evaluate its strengths and weaknesses (are we effective?)

Upcoming Training

Feedback

*CayCan Safety is looking to expand our portfolio of available training courses... and we need **YOUR HELP**... Please take a few minutes of your time and fill out our online survey located at <http://survey.caycan.ca>. Your feedback will ensure that we will be able to provide informative, affordable and cutting edge courses that suit your specific needs.... Thanks in advance... we know what a few moments of your time is worth!*

National Safety Code Overview - February 12 (Edmonton, Alberta)

This course outlines the 16 Standards of the National Safety Code. The learning objective is to raise overall awareness of what the National Safety Code is and how it relates to Federal & Provincial Legislation. The truck transportation industry is very regulated, and most carriers either don't know they are classified as a carrier, or don't know what the rules are that they have to follow. We will go through the National Safety Code Standards and related legislation governing the trucking industry that you are expected to comply with. Are you prepared for an NSC Audit?

Hours of Service - February 13 (Edmonton, Alberta)

Ensure that you and your company is up to speed with the current Hours of Service legislation. This one day course designed for managers, supervisors, owners and drivers gives a comprehensive overview of the legislation itself, and helps to clarify any misunderstandings in it. This course looks at each section of the legislation, and with the help of examples, will give the participant the basic understanding needed to ensure drivers remain in compliance with the regulations. Log auditing is also a part of this course, and the student will come away with the basic skills to audit logbooks.

Register [Online](#) Or By Filling Out The Attached Registration Form