

## **Roles and Responsibilities**

### **Local 196 OH&S Committee Member**

Elected for a 2 year term.

**Role:** To assist Local 196 members (and Managers) to identify, report, eliminate or control hazards in the workplace. The focus is on staff safety, though it may also affect patient safety, in which case, a PRC complaint would also be filed.

#### **Responsibilities:**

- Attend 1/2 day committee orientation as provided by Local 196 (Locally funded)
- Attend full day Provincial workshops: Basic OH&S, Advanced OH&S and Dealing with Abuse (all Provincially Funded)
- Attend monthly Joint Workplace Health and Safety (JWHS) meetings with Employer:
  - there are currently 6 JWHSC Committees that Local 196 OH&S committee members will be designated to participate on. Meetings are held monthly and usually 1.5-2.0 hours in length (Employer paid time)
  - discuss issues affecting all union staff/UNA concerns that haven't been able to be resolved at site, Edmonton Zone WHS initiatives, etc.
  - Be prepared to act as Union Co-Chair, in his/her absence.
- Attend monthly Union prep meeting prior to Joint Committee meetings. Meetings are currently two (2) hours in length (Employer Paid Time). Prep meeting is to update committee members on the latest developments, files and JWHS agenda items.
- Facilitate resolution meetings at sites with members who have presented the concern(s).
- Submit LOA/expenses monthly for three hours of local funding.
- Submit monthly timesheet to [local196exec@una.ca](mailto:local196exec@una.ca).
- Committee members encouraged to attend Local meetings.
- Attend/facilitate other training/learning opportunities as they become available.