

Shelbourne Community Kitchen

Health & Safety Committee

TERMS OF REFERENCE

Purpose:

The purpose of the Health and Safety Committee is to promote the safety and wellbeing of all members of the Shelbourne Community Kitchen and visitors to program facilities.

Responsibilities:

- Conduct regular inspections of all Kitchen facilities/areas (internal and external), as required by WorkSafeBC, and share inspection information with the Facilities Committee.
- Submit recommendations to the board for any significant repairs to facilities, equipment, or suggested changes to policy and procedures that are required in order to ensure that health and safety and FoodSafe standards are maintained.
- Establish a system to ensure that Kitchen members, staff and visitor health and safety complaints are heard, incidents are reported immediately and corrective actions are promptly conducted in accordance with the Kitchen's Core Values and Code of Conduct.
- Ensure that accident (or near miss) investigations are carried out in accordance with WorkSafeBC regulations.
- Inform the board on programs and policies required under relevant regulations (e.g. WorkSafeBC) for the Kitchen, develop relevant procedures and monitor their effectiveness.
- Identify situations that may be unhealthy or unsafe for Kitchen workers and develop effective ways for resolving those situations, within a timely manner.
- Develop and annually review volunteer health and safety training procedures, resources and materials. Ensure volunteer training on safe work practices and emergency procedures is in place.
- Establish and maintain up-to-date emergency contacts and emergency response procedures.
- Ensure that emergency equipment is inspected at least annually and replaced or repaired promptly as needed.

Committee Composition:

- A minimum of one representative from each sector of the Kitchen community/membership: staff, volunteer, participant and board member.
- Required Committee roles are Chair and Recording Secretary.

Meetings: The Committee will hold monthly meetings.

Reporting relationship: The Health and Safety Committee reports to the Board of Directors.

Terms of Reference Revisions: The terms of reference will be reviewed annually by the Health and Safety Committee and can be revised whenever deemed necessary. Terms of reference and subsequent revisions are approved by the Board of Directors.