**Appendix A - TERMS OF REFERENCE**

The following Terms of Reference will establish the committee’s rules of procedure governing how the committee will operate and how it will perform its duties and functions.

**NAME OF OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

Company Name Joint Health and Safety Committee

**CONSTITUENCY**

The Company Name Occupational health and Safety Committee is represented by:

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| --- | --- | --- |
| Committee Members: | Areas Represented: | Alternate: |
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| Resource Persons: |  |  |
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**PURPOSE OF THE COMMITTEE**

This Committee is a joint committee of worker and employer representatives consulting in a cooperative spirit to identify and resolve occupational health and safety problems by consensus in support of a planned occupational health and safety program. This includes review of advisory committee terms of reference, minutes and recommendations, and provision of direction for these advisory committees.

It is the responsibility of this committee to ensure that orientation and training is available for all new members of the JHSC relating to occupational health and safety matters including orientation to all new employees at Company Name.

**DUTIES AND FUNCTIONS OF THE COMMITTEE**

The Company Name Joint Health and Safety Committee (JHSC) has the following duties and functions in relation to Company Name:

1. The JHSC will review annually the Occupational Health and Safety Committees’ participation in inspections;
2. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
3. Consider and expeditiously deal with complaints relating to health and safety of workers and work refusal;
4. Consult with workers and the employer on issues related to occupational health and safety occupational environment;
5. Make recommendations to the employer and workers for the improvement of the occupational health, safety and environment of workers;
6. Make recommendations to the employer on educational programs promoting the occupational health and safety of workers and compliance with the Company Name’s Occupational Health and Safety Manual and the WSBC Regulations and monitor their effectiveness;
7. Advise the employer on programs and policies required under the WSBC Regulations for the workplace and to monitor their effectiveness;
8. Advise the employer on proposed changes to the workplace or the work processes that may affect the occupational health and safety of workers;
9. Ensure that accident investigations and regular inspections are carried out as required by the Company Name’s Occupational Health and Safety Manual and the WSBC Regulations;
10. Participate in inspections, investigations and inquiries as needed;
11. Assign minute taking responsibilities to (committee member name or secretary name);

**RECORDS**

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of two years for the date of the JHSC meetings to which they relate. (**NOTE**: First aid records should be kept for at least three years, and educational and training records should be kept for at least three years after the training session)

**MEETINGS**

The Committee will meet each month unless otherwise specified with release time provided to the members for the purpose of attending the meeting and participating in an inspection assigned by the committee.

Members are required to attend X% of annual meetings.

Special meetings, if required, will be held at the call of the Co-chair(s).

A quorum shall exist of at least four members, providing at least half are worker representatives. If no quorum, exists the Co-chair(s) will reschedule the meeting to ensure meetings are held at least once a month.

The Committee must ensure the minutes, and/or safety statistics, committee inspections, accident investigations, inquires and applicable WSBC Inspection Orders are safely stored appropriately.

**AGENDAS AND MEETING REPORTS**

An agenda will be prepared by the minute taker under the direction of the Co-chair(s) and distributed to the committee members one week prior to the meeting.

The minutes of the meeting, attached reports and documentation will be prepared as soon as possible after the meeting. Copies will be sent to the employer and all Committee members. A copy of the minutes of the three most recent meeting will be posted promptly, in a place (need to be specific where documents are going to be held) readily accessible to employees for who the Committee is responsible.

**COMPOSITION OF THE COMMITTEE**

The Committee shall consist of at least (#) members. The Committee must maintain at least (#) members, (#) of which must be employer representatives and (#) must be worker representatives.

Two Co-chairs will be selected from and by the representatives of the Committee. One Co-chair must be selected by the employer representatives on the committee and the other Co-chair must be selected by the worker representatives. The Co-chair(s) will be selected for a one-year term unless elected to a second term by their representatives on the committee.

The Committee shall elect Co-chairs from its membership:

1. The worker representatives shall select a Co-chair
2. The employer representatives shall select a Co-chair
3. The Co-chairs shall:
	1. Control the meeting;
	2. Ensure the maintenance of an unbiased viewpoint;
	3. Arrange the agendas;
	4. Review previous meeting reports and material prior to the meeting;
	5. Arrange for the meeting place;
	6. Prepare meeting place;
	7. Prepare meeting reports;
	8. Forward a copy of meeting reports to the employer for distribution;
	9. Prepare recommendation(s) and forward to the employer for a response, and;
	10. Prepare all correspondence.

Resource Personnel:

In support of this committee, resource personnel will provide support, and other information in relation to occupational health and safety at the workplace such as:

1. Known or foreseeable health and safety hazards
2. Orders and penalties and prosecution
3. Health and safety experience, work practices and standards

**RECOMMENDATIONS**

Recommendations which require a response shall be noted in the meeting report and sent to the employer using the Occupational Health and Safety Recommendation Form. Recommendations shall be directly related to occupational health and safety issues, reasonably capable of being done and complete so more information will not be required to make a decision.

(Need to know what vote will motion a recommendation i.e. 3 out of 5 members)

(Need a comment that management’s response to a recommendation is communicated to employees)

**EDUCATIONAL LEAVE**

Committee members must complete an Educational Leave Worksheet relevant to occupational health and safety issues and return it to Worker Representative Co-chair at the beginning of each year.

**TERMS OF OFFICE**

Committee members will sit on the committee for (#) years. (**NOTE**: committees are more effective if the terms of office overlap for some committee members. This allows a mix of new and experienced committee members on the committee, even after elections).

If a member of the committee chosen by the workers is unable to complete the term of office, the workers shall appoint another member. If a member of the committee chosen by the employer is unable to complete the term of office, the employer shall appoint another member. All members will arrange to have an alternative member to attend meetings in their place, when they are unable to attend.

**ASSISTANCE IN RESOLVING DISAGREEMENTS WITHIN THE COMMITTEE**

If the JHSC is unable to reach agreement on a matter relating to health or safety of workers at the workplace, a co-chair of the committee may report this to the WorkSafeBC, which may investigate and resolve the matter.

(need to add a statement describing a process for committee members who do not comply with committee terms)

**AMENDMENTS**

The terms of reference may be amended by vote of the committee members.