

Joint Health and Safety Committee Rules of Procedure

Name of committee

The committee shall be known as the _____ **Joint Health and Safety Committee (the committee)**.

Purpose of the committee

A joint health and safety committee is required by the regulation in all workplaces with over 20 employees and is made up of worker and employer representatives consulting in a co-operative spirit to identify and resolve health and safety problems in support of a planned occupational health and safety program in the workplace.

Committee Constituency

- a) The committee shall consist of **four members**
- b) **Two** worker representatives will be elected from the following areas:
 - i.
 - ii.**Two** employer representatives will be appointed from each of the following areas:
 - i.
 - ii.
- c) **One** alternate worker representative and **one** alternate employer representative will be selected will be selected.
- d) Co-chairs: The committee will elect co-chairs from its membership.
 - i. The worker representatives have selected _____ as a co-chair.
 - ii. The employer representatives have selected _____ as a co-chair.



Committee Members

Joint Health & Safety Committee Members		
Employer Representative:	Department & Position	Contact Information
Worker Representative:	Department & Position	Contact Information
Safety Representative:	Department & Position	Contact Information

Duties and functions of the committee

As required by the *Workers Compensation Act/Canada Labour Code Part II*, the duties and functions of the committee are to:

- a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the Occupational Health and Safety Regulation (the Regulation) and monitor the recommendations' effectiveness.
- e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation and monitor the recommendations' effectiveness.
- f) Advise the employer on programs and policies required under the Regulation for this workplace and monitor their effectiveness.
- g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- i) Participate in inspections and inquiries.
- j) Select appropriate worker and employer representatives to participate in preliminary and full incident investigation processes.
- k) Ensure adequate records of inspections, investigations and other activities requiring committee involvement are maintained
- l) Cooperate with the regulator
- m) Review and provide feedback on any corrective action reports resulting from incident investigations.
- n) When necessary, request information from the employer about:
 - i. Health or safety hazards to which workers at the workplace are likely to be exposed
 - ii. Health and safety experience and work practices and standards in similar or other industries
- o) Carry out any other duties and functions prescribed by the relevant Acts and Regulation.

Records and reports

Under the mandate of this joint health and safety committee, the employer will make the following records and reports available to the committee upon request:

- Incident investigations reports
- Corrective action reports
- Inspection reports
- OHS-related training records
- Company health and safety program
- Safe work policies and procedures
- Manufacturers' specifications
- First aid statistics
- Time-loss injury statistics

The employer will consider all reasonable requests made for documentation not specified within the rules of procedure.

Meetings

- a) The employer will supply the resources required to facilitate a meeting, **including a note-taker to document the minutes of the meeting**
- b) **The committee will meet per legislation: nine meetings per year (Federal); one meeting per month (Provincial).**
- c) Special meetings, when required, will be held at the call of the co-chairs.
- d) A quorum will be met if **80% of committee members** are present for the meeting so long as the minimum number of members required by regulation are present. **(two members - Federal: four members - Provincial)**. If quorum is not met, the co-chairs will call a special meeting.
- e) The committee co-chairs are responsible for securing meeting rooms, coordinating with administrative staff, and any other logistical issues that may impact the meeting.
- f) **Meetings are to be scheduled for XX minutes.**
- g) The committee will add additional procedures it considers necessary for the meetings.

Role of the co-chairs

The co-chairs shall:

- a) Control the meetings.
- b) Ensure the maintenance of an unbiased viewpoint.
- c) Review previous meeting reports and material prior to the meetings.
- d) Notify members of meetings.
- e) Review meeting agendas.

- f) Review meeting reports.
- g) Forward a copy of meeting reports to the employer for distribution.
- h) Prepare recommendation(s) and forward to the employer for a response.
- i) Prepare all correspondence.
- j) Determine the process for alternating the co-chair.
- k) When called upon by the employer, identify employer representatives and worker representative to participate in incident investigations

Role of the members

The members shall:

- a) Be selected in accordance with the union requirements or by secret ballot
- b) Actively participate in meetings and other committee activities
- c) Review meetings minutes and meeting agendas
- d) Attend all JHSC meetings
- e) Notify the co-chairs as soon as possible so an alternate may be arranged if unable to attend
- f) Be on time for meetings
- g) Maintain confidentiality

Guests

- a) Guests may be invited to committee meetings at the request of the co-chair(s).
- b) Guests attending committee meetings must be there for the purposes of:
 - i. Training
 - ii. Making a presentation
 - iii. Consultation
 - iv. Note taking

Agendas and meeting minutes

- a) The agenda will be set by the co-chairs.
- b) The agenda and any other required documentation will be prepared by the co-chairs and distributed to committee members before the meeting. **Whenever possible, the agenda should be emailed X days in advance of the meeting.**
- c) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, joint health and safety committee members, and workers.
- d) A copy of the three most recent meeting minutes will be posted promptly, in a place readily accessible to employees for whom this committee is responsible. In this work location the meeting minutes will be posted on **the board adjacent to the staff room. An electronic version of the minutes can also be located on the intranet, under the heading "Joint Health and Safety Committee Minutes."**

Terms of office

- a) Committee members will sit on the committee for **two years. (Required for federal, recommended for provincial)**
- b) Committee selection should occur annually to encourage overlap between new and experienced committee members.
- c) If no new members are nominated for election, existing members may extend their term of office for another year.
- d) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- e) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- f) Alternate members may attend meetings in place of absent members when they are unavailable to attend.

Participation in investigations

- a) When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation.
- b) If a suitable committee member is not available, the co-chairs will identify another worker to participate in the investigation.

Participation in work refusal process

- a) When the committee is required to participate in the work refusal process, the worker co-chair will participate.
- b) If the worker co-chair is not available, the worker co-chair will identify another worker representative to participate.

Recommendations to the employer

- a) Recommendations to the employer must be:
 - i. Directly related to health and safety
 - ii. Doable (reasonably capable of being done)
- b) Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.
- c) Formal written recommendations will be sent to the employer **via email**, and the employer will respond **within 21 days. (provincial)/30 days(federal)**.

Decision-making model

This committee will make decisions based on consensus. If the committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a special meeting will be called to address the matter. If the issue is still unresolved, the co-chairs of the committee will report this to **WorkSafeBC/ESDC** for assistance in investigating and resolving the matter.

Education and Training

All new members (including alternate members) will participate in a joint health and safety committee training course within 6 months. The co-chairs will assist new members in selecting the appropriate training course. The employer co-chair will ensure that the training selected reflects the requirements listed in the Regulation for new committee members.

All new members will receive 8 hours of committee training which covers the following topics:

- Duties and functions of a committee
- Rules of procedure of the committee
- Responding to a refusal of unsafe work
- Conducting regular workplace inspections
- Identifying Hazards and Assessing Risks
- Conducting incident investigations

Education Leave Entitlement (Provincial Only)

Every member of the joint health and safety committee is entitled to eight hours of education leave. Individual members must provide the following information about the training program or seminar selected:

- a) Length of the program
- b) Topic and learning outcomes (if applicable)
- c) Fees
- d) Rationale for selection

If the committee agrees with the member, it will forward the request to the employer. If the committee does not agree with the training selected, the co-chairs will hold a special meeting with the member to assist in identifying a training program or seminar that supports the duties and functions of this committee.

Annual Reporting Requirements (Federal Only)

This committee will use the LAB 1058 form to report annually the activities of the Joint Health and Safety Committee. This report is due no later than March 1st of each year and will be submitted by mail to the BC Regional Labour Program Office or by email to: NA-NWPR-OHS-SST-LS-NT-GD@labour-travail.gc.ca.

Committee Annual Evaluation (Provincial Only)

This committee will use the WorkSafeBC's Joint Health and Safety Committee Evaluation Tool to evaluate the effectiveness of the Joint Health and Safety Committee. This evaluation will take place annually. The results of the evaluation can be used to help with continual improvement of the joint health and safety committee.

Amendments

These rules of procedure may be amended by a majority vote of the committee members.