

JOINT HEALTH & SAFETY COMMITTEE

HS 1.1

INTENT

It is a joint committee made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety and health program in the place of employment.

MEMBERSHIP

A complete and current list of JOSH members are posted in each work location.

DUTIES AND FUNCTIONS OF THE COMMITTEE

1. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
2. Consider and expeditiously deal with complaints relating to the health and safety of workers.
3. Consult with workers and employer on issues related to occupational health and safety and occupational environment.
4. Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness.
5. Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the regulations, and monitor their effectiveness.
6. Advise the employer on programs and policies required under the regulations for the workplace and monitor their effectiveness.
7. Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
8. Ensure that incident investigations and regular inspections are carried out as required by regulation.
9. Participate in inspections, investigations and inquiries as provided by regulation.
10. When necessary, request information from the employer about:
 - Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
 - Health and safety experience and work practices and standards in similar of other industries of which the employer has knowledge.
11. Carry out any other duties and functions prescribed by regulation.

RECORDS

The committee will keep accurate records of all matters that come before it for a minimum period of at least three years from the date of the meeting to which they relate. (Note: First Aid records should be kept for 10 years, and education and training related records should be kept for at least three years after the training session).

MEETINGS

1. The committee will meet monthly.
2. Special meetings if required will be held at the call of the Chair.
3. A quorum shall consist of a majority of members.
4. The committee will add procedures it considers necessary for the meetings.

AGENDA AND MEETING REPORTS

1. An agenda will be prepared by the chair and distributed to members prior to the meeting.
2. A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employers, Joint Health and Safety Committee members and staff.
3. A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible.

COMPOSITION

1. The committee will elect a chair from its membership.
2. The chair shall:
 - Conduct the meeting
 - Ensure the maintenance of an unbiased viewpoint.
 - Prepare the agendas
 - Review previous meeting reports and material prior to the meetings
 - Convene the meetings
 - Prepare meeting reports
 - Forward a copy of meeting reports to the employer for distribution
 - Make recommendations to the employer for a response
 - Prepare all correspondence.

TERMS OF OFFICE

1. Committee members will sit on the committee for one year.
2. If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
3. If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
4. All members will arrange to have an alternate member to attend meetings in their place when they are unavailable to attend.

RECOMMENDATIONS TO THE EMPLOYER WILL MEET THESE GUIDELINES

1. Directly relate to health and safety.
2. Doable
3. Complete (employer will not need more information to make a decision)

AMENDMENTS

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

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Annually