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### Policy Goal

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To define how the Joint Health and Safety Committee (JHSC) will be selected and function and to ensure the committee is actively participating in the Internal responsibility system.

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### Scope

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This policy applies to all Joint Health and Safety Committee members.

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### Communication and Training

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All committee members will be trained in the contents of this policy. Communication of how the committee is selected and how it functions will be completed through worker orientation and meetings. At least two (2) members of the committee will receive Part I and Part II Certification training (one worker member and one management member).

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### Composition

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The committee will consist of four (4) members, three (3) workers and one (1) management representative to represent more than 50 workers.

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### Selection Process and Term

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Workers will elect their representative. An election process will take place within one month of a worker member ceasing to be a committee member or when their term has ended. Members must commit to a three-year term. The employer will appoint the Management member. Certified members and co-chairs will be selected by selected by their respective side.

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### Meetings

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- Agenda to be prepared by the worker co-chair and to be sent out 1 week in advance
- Meetings will take place monthly (and the schedule will be posted on the communication board)
- As per s. 9(34) of the Act, if deemed necessary, committee members are entitled to 1hr preparation time.
- 2 workers and 1 management representative is required to achieve Quorum
- The committee secretary will record minutes
- Minutes to include attendees, date, time, location, numbered items
- Minutes to be reviewed and signed by both co-chairs prior to posting
- Co-chairs will alternate the chairing of the meeting from month-to-month

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## Inspections

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- The workplace will be inspected monthly
- Designated worker reps. must perform the inspections (management may accompany)
- If possible, the worker rep. conducted the inspection will be the certified rep.
- Documentation to be reviewed prior to inspections may include equipment and material inventories, work flow charts, preventive maintenance logs, incident and first aid reports
- Hazard report is to be filled out during the inspection and supervisors in the area informed
- Recommendations for hazard control to be discussed with supervisors during the inspection
- Inspection report to be forward to co-chairs once inspection is completed

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## Responsibilities of all Members

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- Attend and participate in meetings and discussions
- Listening to concerns or suggestions made by employees outside the JHSC
- Be available for inspections or investigations, during work refusals, or Ministry inspections
- Participate in monthly inspections as assigned by the JHSC
- Participate in orientation
- Obtain information from the employer regarding health and safety and testing strategies
- Designated members to be present at the beginning of testing
- Promote the health and safety program and system
- Designated certified members may Initiate or participate in a bilateral work stoppage
- Use the IRS to find solutions

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## Submitting Recommendations

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- Formal written recommendations are considered items that cannot be taken care of by a front- line supervisor and are typically a higher dollar cost
- Recommendations are to be made as per section 9.18 of the OHSA for improvements and monitoring of the health and safety of the workers
- Recommendations are to be made via consensus and documented using the Written Recommendation Form
- If the above cannot be achieved, one representative can have a recommendation put forward to the employer
- The employer must provide a written response within 21 days