



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

3.11 Joint Health and Safety Committees

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JOINT HEALTH AND SAFETY COMMITTEES

PURPOSE

The purpose of the Joint Health and Safety Committee (JHSC) is to ensure that location specific health and safety concerns are communicated between workers and management.

SCOPE

Joint Health and Safety Committees are legislated in all work locations which regularly employ 20 or more people, with some exceptions for construction projects. When this threshold is met J-AAR will ensure JHSC's are established and maintained as per the Act and company policies.

Internal Responsibility System

Worker participation is a key pillar in the internal responsibility system (IRS). The JHSC and worker health and safety representatives are key worker voices. The JHSC is a powerful tool for management and workers in hearing each other and dealing with health and safety concerns. Certified members are given powers, responsibilities, and duties outlined under Section 9 of the **Occupational Health and Safety Act**.

Requirements for JHSC

The following chart has been created by the government of Ontario and applies to all workplaces:

No. of Workers	Legislative requirement
1 to 5	You are not required to have a <u>JHSC</u> or a health and safety representative unless a designated substance regulation applies to your workplace.
6 to 19	You are required to have one health and safety representative who is selected by the workers they represent. If a designated substance regulation applies to your workplace, you are required to have a <u>JHSC</u> .
20 to 49	You are required to have a <u>JHSC</u> . The committee must have at least two (2) members.
50 plus	You are required to have a <u>JHSC</u> . The committee must have at least four (4) members.

Considerations:

- Construction projects which are not scheduled to last more than three months are not required to have a JHSC.



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- Some workplaces with under 20 workers require a committee due to designated substances.
- The MLITSD can order the creation of a JHSC.

Membership:

- Section 9 of the Act identifies the minimum requirements and procedures. The J-AAR health and safety team and management will ensure that all workplaces have committees when required. The composition of these JHSC's may vary depending on the location.
- Worker members must be elected by their workers or through their respective union procedures. Worker members must not exercise any managerial function.
- Management members can be selected by Top Management.
- JHSC member names, position, and contact information are required postings at worksites

Certification:

- At least one employee representing workers and one representing management must be certified. Certification is done in two steps and is governed by the MLITSD. Training must be completed by an approved provider.
- When electing members, previous certification should be taken into consideration.
- If no worker member is certified, one ought to be designated for certification at the first meeting.

Terms of Reference:

At the first meeting of the JHSC, the "Terms of Reference" needs to be reviewed and agreed upon by all members. If there is a dispute on procedure, duty, or definition, the JHSC will vote on making a change and vote on proposed changes.

The company recognizes and supports the powers of the JHSC members given under the OHSA. The JHSC members have the power to:

1. Identify workplace hazards,
2. Obtain information from the company,
3. Be consulted about workplace testing,
4. Make recommendations to the company,
5. Investigate work refusals,
6. Investigate serious incidents – fatalities & critical injuries,
7. Request information from the WSIB

Meetings

The meeting schedule of the JHSC will be voted on at the first meeting. Committees are required to meet at least quarterly. All meetings are expected to have:

- An agenda which is circulated to all members prior to the meeting date.
- Accurate meeting minutes which are circulated to all members within 2 days after the meeting.
- All meeting minutes must be signed off on by chairpersons after review.
- Approved minutes are a posting requirement on respective health and safety boards.



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Recommendations

A formal recommendation from the JHSC is a legislated system in place to ensure workplace health and safety concerns are heard and addressed by management. This formal process puts the onus on management to review the recommendations, make a decision, and respond within 21 days.

J-AAR has a healthy internal responsibility system which leads to most health and safety concerns being resolved in a quick and timely manner, without the need for formal recommendations.

If, however, something gets overlooked or workers are unhappy with how a concern has been addressed, the option to enact a formal recommendation is available to any member of the committee. Once management has received the recommendation, it has 21 days to respond.

PROCEDURE

Creation of the JHSC:

- The workplace now employs 20 or more people.
- The workplace is not a construction project expected to last less than three months.
- The workplace has been ordered to create a JHSC.
- The workplace is required to have a JHSC due to the presence of designated substances.

Election of Members:

1. Notice will be sent to all workplace parties (union worker members can be appointed through the union).
2. If available at least one member from workers and management must be certified. The committee must be composed so management members are less to or equal to those of the workers.

Communication:

- The names of all JHSC members will be posted on safety boards.

Training/Designated member to be certified:

- If there are no/not enough certified members for the workers side, workers shall designate a member to become certified.

Designation of Certified Members:

- One or more certified members from both sides will be designated. The designated worker rep will become solely entitled to exercise the duties and responsibilities laid out in the Act.

JHSC Terms of Reference Reviewed, Agreed Upon, Signed by all Members:

- The JHSC terms of reference and JHSC procedures will be reviewed the by JHSC, agreed upon, and signed, by all members.
- If there is a disagreement, a vote will be carried out to determine an amended term.



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Meeting Schedule Proposed and Voted on:

- At the first meeting of the JHSC, a meeting schedule will be proposed and voted on.
- When agreed upon, it will be signed by all members.
- Meetings must take place at least quarterly. J-AAR recommends bi-monthly meetings. This ensures that if a meeting is missed for whatever reason, the minimum requirements are still met.

Meeting and Documentation:

At each meeting the following documents be generated:

1. Meeting Agenda

- a. An agenda needs to be prepared before each meeting with standing items, old business, and new business to discuss.

2. Meeting Minutes

- a. Accurate meeting minutes must be kept.

3. Recommendations

- a. When the committee makes a formal recommendation, management is now legally compelled to provide a response within 21 days.

4. Response

Workplace Inspections:

- The JHSC worker reps must conduct monthly workplace inspections. If scheduling allows, this inspection should take place shortly before the meeting.