



## JOINT HEALTH AND SAFETY COMMITTEE - TERMS OF REFERENCE

### **Purpose of the Committee**

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

### **1. Composition of the Committee**

- 1.1 The composition of the committee will vary depending on the location of work and the number of regularly employed people at the location.
- 1.2 Every committee will consist at a minimum of (1) worker member and (1) management member. J-AAR supports all interested workers becoming involved in the JHSC. The committee can have any number of members if it is composed in such a way that management never has more members than workers.
- 1.3 Selection of members -- Worker members, co-chair, and certified members must be elected by the workers or through their respective union procedures (if union is present). Worker members must not exercise any managerial function. Management members, co-chair, and certified members can be selected by management.
- 1.4 There shall be two co-chairpersons – one management and one worker.
- 1.5 The co-chairs will rotate to the chairs' position every meeting.

### **2. Function of the Joint Health and Safety Committee**

- 2.1 It is the function of the Committee to:
  - (a) Identify, evaluate and make recommendations concerning workplace health and safety issues;
  - (b) Participate in workplace inspections, investigations, testing and work refusals.
  - (c) Be consulted about and provide input into workplace health and safety programs;
  - (d) Discuss other workplace health and safety issues and reports as appropriate.
  - (e) Make formal recommendations to management to enhance the internal responsibility system and improve the health and safety program.
  - (f) Promote the concept of Internal Responsibility System and the contributive responsibility all workers to ensure a safe working environment.
  - (g) Act as an advisory body to help identify, evaluate and recommend resolution of matters pertaining to health and safety to Administration.
- 2.2 Inspections
  - (a) Worker members will designate one or more members to conduct a monthly workplace inspection.
  - (b) All committee members who have been designated to conduct inspections will review and approve the inspection report before it is sent to supervision.
  - (c) A copy of the most recent inspection will be available for all workers to review.
  - (d) All inspections will be saved on the HCSS Safety program and/or the J-AAR server upon completion.
- 2.3 Recommendations of the Committee
  - (a) The Committee will document any recommendations through HCSS. This will ensure that the appropriate members of management can review it as quickly as possible.
  - (b) Management will provide a written response to any recommendations with 21 days. This response will include a timetable/action plan for any agreed upon recommendations and the reasons for disagreement for any recommendations that are not agreed upon.
- 2.4 Incident Investigations



- (a) All required incident information will be provided to the co-chairs on a regular basis.
  - (b) When a worker is critically injured or killed at a workplace the worker members can designate one or more members to conduct and investigate per J-AAR's incident and investigation procedures
  - (c) The findings will be provided to the committee, management, and the MLITSD as required.
- 2.5 Ministry Inspections – A designated worker and management member are to be notified when any MLITSD inspector is conducting an inspection at the workplace. The co-chairs will ensure all MLITSD orders are distributed to the committee and posted at the worksite
- 2.6 Work Refusals – A designated worker member will be notified and attend a work refusal.

### **3. Meetings**

- 3.1 Frequency – The committee will establish a meeting schedule at the first meeting and confirm the schedule annually.
- 3.2 Co-Chair –The worker co-chair and management co-chair may alternate duties as chairperson.
- 3.3 Quorum –Full participation of all members is encouraged. Regular member attendance is a crucial part of the successful functioning of the JHSC. Members who cannot attend a particular meeting should try and arrange for an alternate/designate to attend. A quorum for committee meetings will consist of a minimum of 2 worker members and 1 management member, with at least one present member being a co-chair. The number of management members must never exceed the number of worker members. If the quorum is not reached the meeting must be postponed until such a time as it can be reached.
- 3.4 Attendance
- (a) In the circumstance where a member miss three consecutive meetings they will be contacted by their co-chair to see if they are still willing and able to carry on their duties as a member.
  - (b) Members who go on leave are expected to step down from the committee. They will be able to rejoin the committee upon their return.
- 3.5 Agenda Items
- (a) Co-chairs will prepare the agenda for each meeting and ensure that it is circulated in advance of the meeting.
  - (b) The items will consist of workplace health and safety issues. Agenda items must be dealt with by consensus. When this cannot happen, it needs to be noted in the minutes.
- 3.6 Minutes – Accurate minutes of the meeting will be recorded. They will be circulated to all members withing three days of the meeting taking place. The most recent meeting minutes will be posted on workplace health and safety boards.
- 3.7 Decision Making – Every effort must be made to deal with meeting items through consensus. When this is not possible and a quorum exists, a vote may be required. Votes will be determined by simple majority. All present members must vote.
- 3.8 Incident Investigation/information – Information regarding incidents which take place at the workplace will be provided to the JHSC in a timely manner. The information will be prepared by the health and safety team. Where there is a need for an investigation, the JHSC may designate one or more members to conduct one on the committee's behalf.
- 3.9 Instruction and Training Information – required training and instructions required for workers at their workplace will be reviewed by the JHSC at least annually to provide insight for the review and update of the OHSMS.
- 3.10 Hygiene testing – The JHSC will be advised of, consulted, and provided with the report for any occupational hygiene testing taking place at the workplace. One or more designated members are



entitled to be present at the time of testing and ask any questions pertinent to the health and safety of the workplace.

3.11 Recommendations – Recommendations are typically made during the scheduled meetings. The committee will send all formal recommendations through HCSS. Management will respond to the recommendation within 21 days of receiving the recommendation. The response will include a timetable to address any recommendation items agreed with and reasons for disagreement with recommendations that are not agreed to.

**4. Payment for Committee Members** – All time spent by committee members in relation to their duties and responsibilities to the committee will be considered work hours for which members will receive their appropriate rate of pay.

#### **5. General**

- (a) It is agreed that employees need to report health and safety concerns to their immediate supervisor before bringing them to the committee. This is legislated under Section 28 of the Act.
- (b) It is understood that all personal and medical information is to be kept confidential.
- (c) These terms may be amended at any time by consensus or if a quorum is available, vote by simple majority.
- (d) These terms shall be agreed upon and reviewed at the first meeting, and at least annually following.