

# JOHSC RULES OF PROCEDURE

## 1. NAME OF COMMITTEE

The committee shall be known as the [*Insert name of production here*] Joint Occupational Health and Safety Committee (the committee).

## 2. CONSTITUENCY AND COMPOSITION OF THE COMMITTEE

- a) The committee shall consist of at least 4 members and 2 alternate members
- b) Worker representatives will be selected by the unions
- c) Employer representatives will be appointed by the production
- d) One alternate worker representative will be selected from all union and non-union workers
- e) One alternate employer representative will be selected by the production
- f) Co-chairs: The committee will elect co-chairs from its membership
  - I. The worker representatives shall select a co-chair
  - II. The employer representatives shall select a co-chair

JOHSC Role	Name	Production position
Employer Co-Chair		
Employer Co-Chair alternate		
Worker Co-Chair		
Worker Co-Chair alternate		
Worker Representative		
Worker Representative		

### 3. PURPOSE OF THE COMMITTEE

A JOHSC is required by the *Workers Compensation Act* and is made up of worker and employer representatives consulting cooperatively to identify and resolve safety and health problems in support of a planned occupational health and safety program in the place of employment.

### 4. DUTIES AND FUNCTIONS OF THE COMMITTEE

As required by section 36 of the *Workers Compensation Act*, 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 the occupational environment
  - I. Make recommendations to the employer and the workers for the improvement of the occupational health and safety and the occupational environment of the workers
  - II. Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS regulations and to monitor the recommendations' effectiveness
- d) Advise the employer on programs and policies required under the regulation for this workplace and monitor their effectiveness
- e) Advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers
- f) Ensure that incident investigations and regular inspections are carried out as required by OHS regulations
- g) Participate in inspections, investigations and inquiries as required by the OHS regulations
- h) Select appropriate worker and employer representatives to participate in preliminary and full incident investigation processes
- i) Review and provide feedback on any corrective action reports resulting from incident investigations.
- j) When necessary, request information from the employer about:
  - I. Known or reasonably foreseeable 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 of which the employer has knowledge
- k) Carry out any other duties and functions prescribed by regulation

## **5. RECORDS AND REPORTS**

Under the mandate of this joint 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 requests made for documentation not specified within the rules of procedure. The committee shall have full access to the abovementioned records and reports relating to the health and safety of employees but shall not have access to the medical records of any person except with that person's consent. The committee must maintain confidentiality of all records and reports.

## **6. 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 monthly
- c) Special meetings, when required, will be held at the call of the co-chairs
- d) A quorum shall consist of a majority of members (four members). 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) Meeting are to be scheduled for 60 minutes
- g) The committee will add procedures it considers necessary for the meetings

## **7. ROLE OF THE CO-CHAIRS**

The co-chairs shall:

- a) Lead 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

## **8. ROLE OF THE MEMBERS**

The members shall:

- a) Be selected in accordance with section 34 of the Workers Compensation Act
- b) Actively participate
- c) Come prepared and on time for meetings
- d) Maintain confidentiality

## **9. GUESTS**

- a) Guests can 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

## **10. AGENDAS AND MEETING MINUTES**

- a) The agenda will be determined by the co-chairs
- b) The agenda and any other required documentation will be prepared by the co-chairs and distributed to committee members prior to the meeting. Whenever possible, the agenda should be distributed five days in advance of the meeting
- c) A report of the meeting will be prepared as soon as possible after the meeting
- d) 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

- e) The employer must post the minutes of the last three meetings in a conspicuous location readily accessible to the workers
- f) The employer must keep a copy of minutes for at least 2 years from the date of the committee meeting

## **11. TERMS OF OFFICE**

- a) Committee members will sit on the committee for the duration of production
- b) Committee selection should occur once a year to encourage overlap between new and experienced committee members
- c) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member
- d) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member
- e) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend

## **12. 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

## **13. RECOMMENDATIONS TO THE EMPLOYER**

- a) Recommendations to the employer must be:
  - i. Directly related to health and safety
  - ii. 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

## **14. RESPONSE FROM THE EMPLOYER**

If the committee sends a written recommendation to the employer with a written request for a response from the employer, the employer must respond to the committee within 21 days of receiving the request, either:

- a) Indicating acceptance of the recommendation, or
- b) Giving the employers' reasons for not accepting the recommendation

If it is not reasonably possible to provide a response before the end of the 21-day period, the employer must provide within that time a written explanation for the delay, together with an indication of when the response will be provided.

If the employer does not accept the committee's recommendation or the committee is not satisfied that an explanation provided by the employer for a delay in response, then the committee may report this to WorkSafeBC for assistance in investigating and resolving the matter.

## 15. 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 may report this to WorkSafeBC for assistance in investigating and resolving the matter.

## 16. EDUCATION AND TRAINING

All new members will participate in an introductory JOHSC course. 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 of section 3.27 of the Regulation.

Every member of the joint committee is entitled to eight hours of education leave annually. For this committee, individual members can request their entitlement training during regular meetings. Individual members must provide the following information about the training program or seminar selected:

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

If the committee agrees with the member, the request will be forwarded 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.

## 17. AMENDMENTS

These *Rules of Procedure* may be amended by a majority vote of the committee members.

## 18. ANNUAL COMMITTEE EVALUATION

To help facilitate a well-functioning committee that contributes significantly to health and safety in the workplace, the Regulation requires employers to ensure that an annual, written evaluation is conducted.

The requirements of the evaluation include reviewing the following:

- Membership requirements and selection process
- Regular meetings and meeting reports
- Education and training of members
- Process for making recommendations to the employer
- Fulfillment of duties and functions under the Workers Compensation Act
- Employer support for the committee (e.g., time off work duties, clerical support, records availability)
- Overall effectiveness of the committee

The annual evaluation may be completed using the joint health and safety committee evaluation tool developed by WorkSafeBC or another evaluation tool that meets the above listed requirements for an evaluation.