

Section 3 - Joint Health and Safety Committees (JHSC)

PURPOSE The focus of our Joint Health and Safety Committee (JHSC) will be to ensure identified health and safety concerns are discussed between levels of management and worker on a regular basis.

SCOPE Our JHSC shall be established and maintained in accordance with the Occupational Health and Safety Act and our health and safety program.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Facilitate an election process for worker representatives. The election of the worker health and safety representative shall be made by workers who do not exercise managerial functions and who will be represented by the health and safety representative in the workplace.
- Arrange for certification training for all required JHSC representatives and members.
- Track all near misses, first-aid usage, and injuries to be provide documentation for the JHSC meetings.
- Maintain all documentation related to the JHSC Terms of Reference, meetings, reports and inspections.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Appoint appropriate worker and, where required, management representatives to participate in the JHSC process.
- Review any written recommendations and determine the appropriate action or provide a written response to the recommendations within 21 calendar days.
- Confirm, when legislation dictates, that the minimum of quarterly JHSC meetings are being held and documented.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Track all near misses, first-aid usage, and injuries to be provide documentation for the JHSC meetings.

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- Ensure, where reasonably possible, that every workplace party complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Assist in coordinate availability and timelines of JHSC members for meetings and inspections.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Participate in the election process of the Worker JHSC Representative.
- Report workplace hazards and concerns to your JHSC Representative.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

Joint Health and Safety Committees (JHSC) and Worker Representatives are an essential part of our workplace Internal Responsibility System. They help to create a greater cooperation between management and labour in mutually achieving a safe and healthy workplace. Depending on the workplace and workforce size, various types of Committees may be required, as follows;

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Workplace	Workforce (All Employees)	Requirement
All workplaces	6 - 19 employees	Elected worker representative (chosen by the workers)
All workplaces	over 20 employees	Joint Health and Safety Committee required w/ worker members appointed by co-workers, management members appointed by management.
Construction Projects w/duration of 3 months or more.	20 - 49 employees	Joint committee w/ worker members appointed by co-workers, management members appointed by management.
Workplaces or Construction Projects w/duration of 3 months or more.	50+ employees	Joint committee w/ at least 2 worker appointed by their co-workers (1 certified). No greater (than worker) number of management members appointed by site management (1 Certified). Worker trades committee w/ all trades represented by workers only.

Specific powers, functions and duties of the JHSC are specifically outlined under the Terms of Reference. A general outline of JHSC functions include, but are not limited to the following:

- To identify hazardous situations and make recommendations to the employer on Health and Safety issues.
- To be provided with the results of reports and copies of written reports in respect to occupational Health and Safety, in the employer's possession.
- Obtain information from the employer, in respect to identification of potential or existing health and safety hazards.
- To maintain and keep minutes of its proceedings and make these available to an inspector for review.
- Inspect the physical condition of the workplace once a month according to a monthly schedule.
- Assist in the investigation including critical injury or serious incidents.
- Be present during an employer's investigation of a work refusal.
- Assist in the maintenance and monitoring of programs, measures and procedures respecting the health and safety of all workers.

A Joint Health and Safety Committee will be established within our workplaces where required. All necessary procedures and forms to establish and maintain the committee are located and will cover the following Program Parts;

1. JHSC Membership
2. JHSC Duties and Conduct – Terms of Reference
3. JHSC Meetings
4. JHSC Records
5. Recommendations to Management

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Part 1: MEMBERSHIP

PURPOSE Occupational health and safety legislation identifies, specifically, the minimum requirements and procedures for membership on the Health and Safety Committees. The membership of the committees may vary to meet location requirements, providing that it meets the minimum requirements outlined in the legislation.

PROCEDURE

Step 1

A compliant JHSC will be established on all required work locations. Election/selection - notices/memos are to be sent to all workplace parties, divisions and departments to have a representative appointed by workers.

Senior Management will serve as one of the management members and will choose other management members (where required).

At least 1 worker and 1 management member of each committee must be certified members. Worker members of the committee may be rotated from our workforce or from the Workers Trades Committee on a regular basis, as voted on by the committee, or as required by their specific work functions or activities.

Worker Trades Committees - A committee will be established where a specific jobsite or work location exceeds a site population of 50 workers or more workers over a consecutive 3 month timeframe.

Each JHSC will have a Memorandum defining each committee representative's names and contact information.

DISTRIBUTION

The JHSC Memorandum will be posted advising of;

- JHSC representative's names and contact information
- Certified Member (where required)

RECORDS

All documentation for the set-up of the JHSC will be maintained by the Health and Safety Manager.

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YOUR JOINT HEALTH & SAFETY COMMITTEE MEMBERS

Site : _____	Date : _____
Re : ELECTED JOINT HEALTH and SAFETY COMMITTEE MEMBERS	
To : ALL EMPLOYEES (to be posted on Safety Board at each site and location)	

Function	Name	Contact Information
Worker Co-chairperson		
Management Co-chairperson		
Secretary		
Worker Members		
Management Members		

Meetings will be held: _____ @ _____

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WORKER TRADES COMMITTEE MEMBERS

Site : _____ Date: _____
RE- WORKERS TRADES COMMITTEE
To : ALL CONTRACTORS (to be posted in the Site Trailer)

NAME	EMPLOYER	TRADE

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Part 2: DUTIES AND CONDUCT

PURPOSE The basic duties of committee members are clearly identified by legislation. Identified members of the committee should have certain duties defined so they may be prepared and familiar with their responsibilities. The acceptable conduct and forum for meetings should also be decided upon initially to avoid concerns or confusion about committee activities.

PROCEDURE Upon the establishment of a Joint Health and Safety Committee the first order of business will be the definition of Duties and the establishment of Rules of Conduct as a JHSC Terms of Reference.

These are to include, as a minimum requirements for members to conduct the tasks outlined under the Terms of Reference Listed on the following pages.

The Terms of Reference must be communicated at minimum annually and made part of these JHSC minutes.

DISTRIBUTION These duties as agreed upon should be documented on this sheet and placed on the "Committee Memorandum". The "Committee Memorandum" must be

- posted at all company locations
- supplied to all Subcontractors on construction projects for Trade Committees
- maintained on file for reference

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RULES OF CONDUCT – TERMS OF REFERENCE

1. Members of the Joint Health and Safety Committee (JHSC) and other Health and Safety Representatives on site will use their position only to ensure the Health and Safety of their coworkers. If Health and Safety representatives are unable to resolve problems that are particular to their area of responsibility through the Internal Responsibility System (i.e. reporting to Supervisor and Superintendent), then these concerns should be brought before the JHSC, or Worker Trades Committee.
2. Meetings of the JHSC are to be held quarterly on a scheduled basis and posted within each location.
3. Topics for future meetings will be discussed by the committees at the end of each meeting consisting of unresolved topics, objectives to complete action items and new or upcoming topics or concerns.
4. Minutes will be kept of each meeting where each the respective co-chairpersons may take notes and a formal recorded of each meeting will be produced by the secretary.
5. These meeting minutes will be reviewed by the co-chairpersons and then distributed within seven days of the meeting to all members of the committee, and additional copies will be placed on file and will also be posted in all workplaces.
6. A workplace Health & Safety inspection will be conducted by one member of the JHSC at least once per month and one week prior to the next upcoming meeting. Inspections will be submitted to Senior Management immediately for follow-up and then subsequently reviewed at the next committee meeting
7. Attendance is mandatory at all scheduled meetings by every member of the respective committees. There must be at least two management and two worker members present to have a quorum. Failure to attend two consecutive meetings without due cause will result in dismissal from and replacement on the respective committee. Not being aware of a meeting is not due cause.
8. Every representative will be given an opportunity to present his/ her concerns at each meeting. Only one person should hold the floor at one time as co-coordinated by the chairperson. Unmanageable arguments will be cause for discontinuing the meeting or asking the offending party (ies) to leave the meeting.
9. Unscheduled interruptions of meetings will not be accepted. If absolutely necessary, and agreed upon, breaks may be requested but must be kept to a minimum.
10. Formal recommendations for improvement of workplace conditions should contain the following information and be presented on the appropriate form to be accepted by management:
 - reason for recommendation (identify hazard)
 - outline for requirements (what measures, procedures or equipment are being requested)

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- time requirements for implementation
 - time expectations for a response in writing (maximum 21 days)
11. All concerns or questions between the respective committee meetings are to be addressed immediately with the co-chairperson if it cannot be resolved through the Internal Responsibility System.
 12. Decisions are to be made as a group wherever possible, with majority rule presiding. Guests do not maintain a vote, management and labour representation should remain equal with management not to exceed labour.
 13. Topics and issues presented must deal only with Occupational Health and Safety of all locations. The JHSC will not be a forum for general concerns.
 14. For the purposes of maintaining good employment relations, all members are requested not to abuse the time given for these meetings and for duties assigned by the committee outside their regular job functions.
 15. Guests may be invited to meetings, from time to time, when agreed upon by the committee (e.g. Construction Safety Association Personnel, M.O.L. Inspectors, etc...)
 16. Committee structure and functions will be followed as outlined in the Occupational Health & Safety Act and/or proposed committee structure
 17. Pro-active participation is required by all members; therefore, leading by example is expected in the workplace.
 18. Committee meetings are to be no longer than 1 hour unless absolutely necessary and agreed upon by the JHSC.
 19. The Workers Trade Committee will be established when 50 or more workers are present on any site lasting more than 3 months. The Workers Trade Committee will meet on a scheduled basis with minutes provided to JHSC.

Note: The fundamental intent of the Joint Health & Safety Committee is to work collectively to ensure the Safety and Health of our workers and our environment.

These Terms of Reference have been communicated to all JHSC members

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Part 3: MEETINGS

PURPOSE	Meetings of the Joint Health and Safety Committee and Worker Trades Committee are required by legislation. These meetings are an effective method for determining unsafe conditions or acts on the project through worker input. Management/Labour co-operation, at these meetings, may also increase safety awareness and limit undesired occurrences.
PROCEDURE	<p>Frequency - Legislation requires that Joint Health and Safety Committees meet at minimum quarterly.</p> <p>Step 1; A schedule for meetings must be prepared during the first meeting and voted on. This should be based on the activity and number of workers for all locations.</p> <p>Step 2; A schedule for the Worker Trades Committee should be prepared and voted on. (to be used when site population reaches 50+ workers)</p>
DISTRIBUTION	<p>Meetings - Certain documents should be prepared by the Committee(s) to meet legislated requirements and good committee practice.</p> <p>Item 1; AGENDA - An agenda should be prepared for each meeting identifying concerns and topics to be discussed in addition to New Business.</p> <p>Item 2; MINUTES - Accurate minutes must be kept for both the JHSC and/or Worker Trades committee meetings by an action secretary.</p> <p>Item 3; RECOMMENDATIONS & RESPONSE - Where a committee makes a formal recommendation to management to improve safety or health conditions a response must be provided, in writing, within 21 days.</p> <p>Item 4; Work Refusals – Where a Work Refusal occurs, an investigation must be conducted by the selected committee members, documentation must be maintained (use "Accident Investigation" form)</p>
RECORDS	<p>All the above noted documents must be:</p> <ul style="list-style-type: none">• posted in the workplace• provided to committee members• available for Government Inspection

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Meeting Agenda - Meeting # _____
SITE: _____ DATE : _____ TIME : _____
<u>EXPECTED ATTENDANCE :</u>
<u>GUESTS</u>

ITEM	DESCRIPTION	PRESENTED BY	TIME

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Meeting Minutes - Meeting # _____		
SITE : _____	Date : _____	Time : _____

Name	Company	Committee Title
Absent :		

Please inform of any omissions or errors.

Item	Action By	Resolved
(Old Business)		

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MEETING # _____		
Item	Action By	Resolved
(New Business)		

The next Committee Meeting will be held on _____ @ _____

Co-chairperson

Co-chairperson

- cc. All in attendance
 Project Managers

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Part 4: COMMITTEE RECORDS

PURPOSE All records and reports of the Joint Health and Safety Committee must be maintained readily available for Government Inspection to demonstrate compliance.

Although committee records are generally available to all persons in the workplace, some documents or information to which the committee has access may be considered confidential. The committee must be aware of this responsibility and act accordingly.

RECORDS The following is a list of all documents which must be stored in a separate filing system available specifically for members of the committee;

- Meeting Agendas
- Meeting Minutes
- Committee Inspection Reports & Follow-up
- Accident Investigations involving the JHSC
- Work Refusals & Unilateral Work Stoppage
- Recommendations to Management
- Response from Management
- Committee Memorandums
- Worker Trades Committee minutes

Due to the confidentiality of some of this information access to files will be restricted to committee members accompanied by the Senior Management and the management Co-chairperson.

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Part 5: RECOMMENDATIONS

PURPOSE

The purpose of formal JHSC recommendations, is to provide a system for the committee to identify workplace health and safety concerns and ensure that they are communicated to management personnel who may not be on the committee. Through this process, the committee places the onus on management to review each recommendation, make specific decision and respond in writing.

At all of our locations, we realize that most safety matters can be resolved or implemented through verbal discussions and immediate actions, however, in the event that a problem is over looked or not given the appropriate attention (as deemed by the committee), the process of making a written recommendation to management will be available.

PROCEDURE

Any committee member will be allowed to make written recommendations to management. The Recommendation forms for making recommendation to management are provided in the JHSC binder. The committee member will complete the form and present it to the Management Co-Chairperson.

Once obtained by the Management Co-chairperson, the recommendation will be reviewed with Senior Management. Senior Management then has the obligation to respond to the recommendation in writing within 21 days. The appropriate forms for Responding to Recommendations are located under this section.

Senior Management will respond to written recommendations as soon as possible and in any event no later than 21 days from the day that the recommendation was provided by the Co-chairperson.

DISTRIBUTION

All recommendations must be provided to the **Senior Management** and/ or the **Health and Safety Manager**. All responses to recommendations must be returned back to the committee member who made the recommendation (within 21 Days).

Responses to recommendations will be provided to all committee members and posted at all locations.

RECORDS

All recommendations made to management, will be retained on file for a period of up to 5 years.

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DATE : _____ SITE : _____

RE : _____

REASON FOR RECOMMENDATION: (please provide a description of occurrence, violation, etc. and location or contractor involved)

REQUIREMENTS FOR IMPLEMENTATION: (please provide any supporting information or documentation for your suggestions)

DATE PRESENTED TO MANAGEMENT: _____ \ _____ \ _____

RECOMMENDATION PRESENTED TO: _____

EXPECTED DATE OF RESPONSE: _____ \ _____ \ _____
(d) (m) (y)

NOTE: (THE OCCUPATIONAL HEALTH & SAFETY ACT STATES THAT AN EMPLOYER WHO RECEIVES WRITTEN RECOMMENDATIONS FROM A COMMITTEE SHALL RESPOND IN WRITING WITH IN 21 DAYS)

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Management's Response

DATE : _____ SITE : _____

RE : _____

COMMITTEE RECOMMENDATION:

DATE RECOMMENDATION WAS RECEIVED: _____ \ _____ \ _____
(d) (m) (y)

MANAGEMENT AGREE'S WITH THE RECOMMENDATION: (YES / NO)

NOTE: If management agrees with the recommendation(s), complete the next section of this form, however, if there is a disagreement with or alternative to the recommendation(s), please provide reasons or explanation.

IMPLEMENTATION TIMETABLE FOR RECOMMENDATION:

DISAGREEMENT WITH, OR, ALTERNATIVE TO, RECOMMENDATION:

DATE RETURNED TO COMMITTEE: _____ \ _____ \ _____
(d) (m) (y)

Management Co-chairperson

Worker Co-chairperson

- cc. Project Managers
 Worker Co-chairperson
 Management Co-chairperson