# Joint Health and Safety Committee (JHSC)

**Terms of Reference**

**Members as of [date]**

**Co-Chairs:**

**Management representative:**

**Worker representative:**

**Members:**

**[List names and departments here]**

## 1. Purpose

To provide a consultative forum that can effectively address the health and safety matters arising within **[company name]** with particular reference to the requirements of the *Workers Compensation Act* (WCA).

## 2. Functions

2.1 Functions of the Health and Safety Committee

1. The functions of the committee are:
   1. to facilitate co-operation between an employer and the employees of the employer in initiating, developing, carrying out and monitoring measures designed to ensure the health, safety and welfare at work of the employees
   2. to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations
   3. to assist in the resolution of issues relating to occupational health, safety or welfare that arise at any relevant workplace, including considering and expeditiously dealing with complaints related to the health and safety of workers
   4. to assist in the development, review and distribution of occupational health, safety and welfare practices, procedures and policies to employees within the workplace
   5. to consult with workers and the employer on any issues or proposed changes to occupational health, safety, occupational environment or welfare legislation, regulation, practices, procedures or policies
   6. to keep under review:
      1. developments in the field of rehabilitation of employees who suffer work-related injuries
      2. the employment of employees who suffer from any form of disability;
   7. To assist in:
      1. the return to work of employees who have suffered work-related injuries
      2. the employment of employees who suffer from any form of disability
   8. such other functions as are prescribed or agreed upon by the employer and the health and safety committee
   9. to ensure that incident investigations and regular inspections are carried out as required by the Act and the regulations
   10. to participate in inspections, investigations and inquiries as provided in the Act and the regulations
   11. to complete an annual review of the safety program
   12. to work with the Ability Manager to monitor and review return to work plans
   13. to complete or review all incidents and investigations.

## 3. Membership

3.1 The committee will consist of at least four members. Employees must have equal or greater representation than the employer. Management and first aid attendant representatives will be appointed by the employer. Member constituencies will include each company office, contractors and first aid attendants.

3.2 Employee representatives shall be appointed and/or elected in accordance with the WCA.

3.3 A quorum of members must be present before a meeting can proceed. At least two employee representatives and one management representative must be present for the meeting to proceed.

3.4 Committee members will cease to be members if they:

* resign from the committee
* fail to attend three consecutive meetings without providing apologies to the chairperson
* resign from their employment
* breach confidentiality

## 4. Co-Chairpersons

The Co-Chairpersons shall be elected by the committee for a period of 12 months.

## 5. Roles and Responsibilities

5.1 Members’ roles:

* to provide input as related to the Committee’s Purpose and Functions
* to attend meetings prepared and informed
* to attend regularly. If unable to attend a meeting, the member should prepare for the
* following meeting by reviewing the previous meeting summary or liaising with members of the committee.
* To agree to work toward a consensus. If a member is unable to agree, he or she will articulate this concern and suggest a potential solution.
* to be part of reaching consensus recommendations and decisions
* to recommend invitation of specific advisors as needed
* to accept the meeting minutes as a true and accurate record at the commencement of the next meeting
* to participate in inspections, investigations and inquiries at the workplace, whether internally or externally initiated.

5.2 Worker Members’ Role

In addition to the above, a worker member has the role and responsibility to participate in:

* refusal-to-work situations
* inspections, investigations and inquiries at the workplace, whether internally or externally initiated.

5.3 The employer’s roles

* To provide support, meeting room, facilitation and expense reimbursement for committee members (if travel is required)
* To review committee recommendations, provide feedback within 21 days and act on those recommendations if appropriate.

On request of the joint committee, the employer must provide the committee with information regarding:

1. the identification of known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed
2. health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge
3. orders, penalties and prosecutions under this Part or the regulations relating to health and safety at the workplace
4. any other matter prescribed by regulation.

5.4 The Co-Chairperson’s Roles

The two co-chairs alternate the following duties, or if one co-chair is absent, the other assumes the duties:

* The chairperson checks the minutes, which are accepted by committee members as a true and accurate record at the commencement of the next meeting.
* Invites specialists to attend meetings when required by the Committee.
* Guides the meeting according to the agenda and time available.
* Ensures that all discussion items end with a decision, action or definite outcome.
* Reviews and approves the draft minutes before distribution.

## 6. Meetings

Meetings shall be held the first Wednesday of each month for a target period of two hours. Meetings may be a combination of in-person and teleconference. A special or extraordinary meeting may be called by either co-chair if required.

## 7. Operating Rules

The committee members agree to work by the following ground rules:

* All members will maintain professionalism.
* All members will be given the opportunity to voice their perspectives.
* All members will listen to the range of perspectives.
* Meetings will be well structured and facilitated to enable efficient progress.
* Meeting format will be round-table discussion.

The following "Code of Conduct" will be posted at each meeting:

* Treat others with respect.
* If unclear, ask for clarification.
* Everyone is to have an equal opportunity to speak.
* Listen actively; think about what others are saying.
* All participants accept that the concerns and goals of others are legitimate.
* Participants agree to act in good faith in all aspects of the process.
* Support the decisions of the committee, even if you don’t agree with the final result.

## 8. Educational Leave

1. Each member of a joint committee is entitled to an annual educational leave totaling eight hours, or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses conducted by or with the approval of the Board.
2. The employer will provide the educational leave under this section without loss of pay or other benefits and must pay for, or reimburse the worker for, the costs of the training course and the reasonable costs of attending the course.

The company will provide training to safety committee members upon the joint recommendation of the committee and the senior management.

## 9. Amendments

The terms of reference shall be reviewed annually from the date of approval. They may be altered (within legislative and regulatory boundaries) to meet the current needs of all committee members, by agreement of the majority of employer and employee representatives.

## 10. Record Keeping

Minutes and other committee documentation will be stored (insert how). The electronic storage will contain all historical committee records. Minutes will be e-mailed to all company staff.

Three months of minutes will be posted in each company office in a location that is accessible to all employees.