



# COR Toolkit:

## An Employer Guide to COR Certification



**Certificate of Recognition  
(COR) Program**



Suite 450, One Bentall Centre  
505 Burrard Street, P.O. Box 59  
Vancouver, BC V7X 1M3  
Tel 604 633 9787  
Fax 604 633 9796  
[www.go2hr.ca](http://www.go2hr.ca)

## Overview

A joint occupational health and safety committee (JOHSC) is required at every workplace and is an integral part of an effective occupational health and safety program. A JOHSC is a key facilitator of communication, and its meeting minutes are often excellent documentation of larger-scale safety initiatives. Such a committee often directly interacts with inspections, investigations and system administration. The audit will measure the following:

- a functioning JOHSC, with clearly defined committee membership, function and duties
- committee members' active involvement in health and safety activities
- a process that ensures committee minutes are maintained and communicated, with recommended actions followed up by the employer.

## Key Concepts and Implementation Tips

In order to meet the above objectives, the audit checks whether:

- The employer has written terms of reference for the safety committee.
- The committee has been trained appropriate to those terms of reference.
- The committee actually performs its duties according to legislation, regulation and company policy.
- The committee routinely meets and then publishes minutes so that everyone knows
  - the importance of safety in the workplace
  - the names of the committee members
  - how workers can take safety issues to the committee.

## Relevant Regulation and Legislation

Searchable versions of the Occupational Health and Safety Regulation and the Workers Compensation Act are available online at [www.worksafebc.com/en/law-policy](http://www.worksafebc.com/en/law-policy).

### Occupational Health and Safety Regulation (WorkSafeBC)

Joint health and safety committees — [Sections 3.26–3.27](#)

### Workers' Compensation Act (BC Gov't)

Joint health and safety committees — [Sections 125–138](#)

## Guidelines for Using the COR Audit Tool

### Question 8.1

#### *Is there a joint occupational health and safety committee (JOHSC)?*

##### **Auditor Guideline**

Review documentation (JOHSC meeting minutes) to confirm there is a joint health and safety committee.

##### **Employer Guideline**

There need to be meeting minutes demonstrating that there is a JOHSC committee in place and that it is functioning. This question deals solely with the existence of a committee. Other questions in this element deal with whether the committee is properly constituted and performing useful safety duties so as to meet company and legal requirements.

##### **Types of Documentation to Review**

JOHSC meeting minutes

### Question 8.2

#### *Does the joint occupational health and safety committee have written terms of reference?*

##### **Auditor Guideline**

Review documentation (Terms of Reference) to verify that it sets out the committee involvement, membership, function, and duties

##### **Employer Guideline**

The terms of reference for a safety committee should stipulate:

- equal representation of management and workers
- responsibilities of members
- attendance criteria
- frequency of inspections
- frequency of meetings
- investigation procedures
- work refusal procedures

These are requirements set by the Workers' Compensation Act and OH&S Regulations.

##### **Types of Documentation to Review**

JOHSC terms of reference

### Question 8.3

#### ***Are committee members aware of the terms of reference and carrying out their roles and responsibilities as identified?***

##### **Auditor Guideline**

Interview JOHSC members to determine their level of knowledge and understanding of their roles and responsibilities on the committee and the terms of reference.

##### **Employer Guideline**

The interview aims to verify that the committee members are aware of their key responsibilities, which are a combination of regulatory responsibilities and any additional responsibilities assigned by the company. The results of this question are independent of question 8.2. Committee members could be aware of their regulatory duties even if the JOHSC does not have any formal terms of reference.

### Question 8.4

#### ***Are joint occupational health and safety committee meetings held regularly?***

##### **Auditor Guideline**

Review documentation (meeting schedules and minutes) to ensure meetings are held as outlined in the Terms of Reference.

##### **Employer Guideline**

The company needs to be able to show that a safety committee met during every operating month, or more often if company policy requires meetings to be more frequent. For seasonal companies, there does not need to be a formal meeting if there are fewer than 10 people working that month. This is an all-or-nothing question, so all required months must have a recorded meeting.

### Question 8.5

#### ***Are minutes kept for the meetings and made accessible to all employees?***

##### **Auditor Guideline**

- Review documentation (copies of minutes) from the meetings.
- Observe the minutes are made accessible to all employees.

##### **Employer Guideline**

This question anticipates that all required meetings are recorded with official, formal minutes. The documentation portion is looking to verify that the minutes do exist somewhere, and the observation portion is looking to see that the minutes of at least the last three meetings are accessible by all employees. These minutes can be in paper or electronic form, but if the company relies only on electronic means, all workers must have the ability to access them.

## Question 8.6

***Does the JOHSC have a process for ensuring recommendations are presented to and followed up with management?***

### **Auditor Guideline**

Review documentation (Terms of Reference or meeting minutes) to determine if a process for the committee to submit and follow up on recommendations made to management.

### **Employer Guideline**

Auditors are looking for some kind of tracking system for corrective actions. This can be done within the JOHSC meeting minutes, which should clearly show that action items are addressed in a timely manner or by the established due date. A separate corrective action log can track all identified deficiencies, including JOHSC meeting items, but it needs to also show the date, item deficiency, person responsible, due date and the actual completion date.

## Question 8.7

***Do Workers know how to find out who their representative on the JOHSC is?***

### **Auditor Guideline**

Interview Workers to determine if they are aware of how to find out who their safety representative on the JOHSC is.

### **Employer Guideline**

This question is looking to see whether workers know who their representatives are on the JOHSC, or know how to find out who they are. Many companies have a representative from every department; others have a select number of workers on the committee. It is not a requirement that the workers actually know who their representative is, but they need to know how to find out.

## Supporting Resources

### Joint Occupational Health and Safety Committee

Templates and Resources for Joint Health and Safety Committees (WorkSafeBC)

[www.worksafebc.com/en/resources/health-safety/books-guides/templates-resources-joint-health-safety-committees](http://www.worksafebc.com/en/resources/health-safety/books-guides/templates-resources-joint-health-safety-committees)

Joint Health and Safety Committee Fundamentals: Participant Workbook (WorkSafeBC)

[www.worksafebc.com/en/resources/health-safety/books-guides/joint-committee-participant-workbook](http://www.worksafebc.com/en/resources/health-safety/books-guides/joint-committee-participant-workbook)

## Forms, Policies, and Procedures

go2HR has sample forms, policies, and procedures you may find helpful for developing your safety management system. You can download and modify the following Word documents to suit the specific needs of your operation:

- Joint Occupational Health and Safety Committee  
[www.go2hr.ca/wp-content/uploads/2018/07/go2HR-Joint-Occupational-Health-and-Safety-Committee.docx](http://www.go2hr.ca/wp-content/uploads/2018/07/go2HR-Joint-Occupational-Health-and-Safety-Committee.docx)
- Joint Occupational Health and Safety Committee Members  
[www.go2hr.ca/wp-content/uploads/2018/07/go2HR-Joint-Occupational-Health-and-Safety-Committee-Members.docx](http://www.go2hr.ca/wp-content/uploads/2018/07/go2HR-Joint-Occupational-Health-and-Safety-Committee-Members.docx)