

JHSC Rules of Procedure



This Model Policy comes from WorkSafeBC and is based on BC OHS laws. But the template can be adapted for any jurisdiction.

1. Committee Name

The committee shall be known as the Head Office Joint Health and Safety Committee (the committee).

2. Committee Constituency & Composition

3. The committee shall consist of 6 members and 2 alternate members.
4. One worker representative will be elected from each of the following unions:
 1. Union A as per its selection criteria;
 2. Union B as per its selection criteria;
 3. Non-union workers.
5. One employer representative will be appointed from each of the following areas:
 1. Level 2;
 2. Level 3;
 3. Level 4.
6. One alternate worker representative will be selected from all union and non-union workers.
7. One alternate employer representative will be selected from all employer areas.
8. Co-chairs: The committee will elect co-chairs from its membership. The worker representatives shall select a co-chair. The employer representatives shall select a

co-chair.

9. Purpose of Committee

A joint health and safety committee is required by the [*insert appropriate law*] and is made up of worker and employer representatives consulting in a co-operative spirit 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 Committee

As required by [*insert section of appropriate law*], the duties and functions of the committee are to:

1. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
2. Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
3. Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
4. Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the [*insert appropriate law*], and monitor the recommendations' effectiveness.
5. Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor the recommendations' effectiveness.
6. Advise the employer on programs and policies required under the OHS laws for this workplace and monitor their effectiveness.
7. Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
8. Ensure that incident investigations and regular

inspections are carried out as required by the Regulation.

9. Participate in inspections and inquiries as provided by the OHS laws.
10. Select appropriate worker and employer representatives to participate in preliminary and full incident investigation processes.
11. Review and provide feedback on any corrective action reports resulting from incident investigations.
12. When necessary, request information from the employer about:
 1. 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.
13. Carry out any other duties and functions prescribed by the OHS laws.

5. Records & Reports

Under the mandate of this 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.

6. Meetings

7. The employer will supply the resources required to facilitate a meeting, including a note-taker to document the minutes of the meeting.
8. The committee will meet monthly on the first Wednesday of each month.
9. Special meetings, when required, will be held at the call of the co-chairs.
10. A quorum shall consist of a majority of members (four members). If quorum is not met, the co-chairs will call a special meeting.
11. The committee co-chairs are responsible for securing meeting rooms, coordinating with administrative staff, and any other logistical issues that may impact the meeting.
12. Meeting are to be scheduled for 90 minutes.
13. The committee will add procedures it considers necessary for the meetings.
14. **Role of Co-chairs**

The co-chairs shall:

1. Control the meetings.
2. Ensure the maintenance of an unbiased viewpoint.
3. Review previous meeting reports and material prior to the meetings.
4. Notify members of meetings.
5. Review meeting agendas.
6. Review meeting reports.
7. Forward a copy of meeting reports to the employer for distribution.
8. Prepare recommendation(s) and forward to the employer for a response.
9. Prepare all correspondence.
10. 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.

11. Role of Members

The members shall:

1. Be selected in accordance with [*insert appropriate law*].
2. Actively participate.
3. Come prepared and on time for meetings.
4. Maintain confidentiality.
5. **Guests**
6. Guests can be invited to committee meetings at the request of the co-chair(s).
7. Guests attending committee meetings must be there for the purposes of:
8. Training;
9. Making a presentation;

10. Agendas & Meeting Minutes

1. The agenda will be determined by the co-chairs.
2. 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 emailed five days in advance of the meeting.
3. A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, joint health and safety committee members, workers, union representatives, and WorkSafeBC.
4. 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. In this work location the meeting minutes will be posted on the board adjacent to the staff room. An electronic version of the minutes can also be located on the intranet, under the heading "Joint

Committee Minutes.”

5. Terms of Office

11. Committee members will sit on the committee for two years.
12. Committee selection should occur twice a year to encourage overlap between new and experienced committee members.
13. If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
14. If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
15. All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

16. Participation in Investigations

17. When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation.
18. If a suitable committee member is not available, the co-chairs will identify another worker to participate in the investigation.

19. Recommendations to the Employer

20. Recommendations to the employer must be:
21. Directly related to health and safety; and
22. Doable, i.e., reasonably capable of being done.
23. Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.
24. Formal written recommendations will be sent to the employer via email, and the employer will respond within 21 days.

25. 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 will report this to WorkSafeBC for assistance in investigating and resolving the matter.

15. Education& Training

All new members will participate in an introductory joint committee 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 [insert appropriate law]. Every member of the committee is entitled to eight hours of education leave. 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.

16. Amendments

These rules of procedure may be amended by a majority vote.

OTHER RESOURCES:

WorkSafeBC's [Templates and Resources for JHSCs](#)

[JHSC Compliance Checklist](#)