

Joint OHS Committee Terms or Reference

1. Name of joint occupational health and safety committee:

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

2. Members (when applicable, identify which group(s) the member represents.) The Committee must have the same number of worker representatives and employer representatives.

<i>Employer Representative #1</i>	<i>Purchasing Department; Shipping/Receiving Department</i>
<i>Employer Representative #2</i>	<i>Parking Lot; Executive Offices</i>
<i>Worker Representative #1</i>	<i>Reception Works Yard</i>
<i>Worker Representative #2</i>	<i>Warehouse Security Department</i>

3. Purpose of the Committee

Our purpose is to promote awareness of safety issues and develop a collaborative relationship between management and workers to identify and resolve health and safety problems.

We ensure the Internal Responsibility System functions effectively and ensure our organization meets occupational health and safety legislation requirements.

4. Duties and Functions of the Committee

- (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 occupational environment.*
- (d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness.*
- (e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness.*
- (f) Advise the employer on programs and policies required under the Regulation for the workplace, and monitor their effectiveness.*
- (g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.*
- (h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.*
- (i) Participate in inspections, investigations, and inquiries as provided by the Regulation.*
- (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 the Regulations.*

5. Records

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least two years from the date of the OHS Committee meeting to which they relate.

We will retain first aid records for at least X years; education and training related records for at least three years after the training session.

6. Meetings

- (a) The committee will meet monthly on the (SPECIFY working day of each month.)*
- (b) Special meetings, if required, will be held at the call of the co-chairs.*
- (c) A quorum shall consist of a majority of members (SPECIFY NUMBERS).*
- (d) The committee will add procedures it considers necessary for the meetings.*

7. Agendas and Meeting Reports

- (a) The co-chairs will prepare and distribute an agenda to members prior to the meeting.*
- (b) As soon as possible after the meeting, the Committee will prepare a meeting report and make it available to the employer, all Joint OHS Committee members, workers and the Workers' Safety and Compensation Commission.*
- (c) The committee will promptly post a copy of the report of each meeting in a place readily accessible to employees.*

8. Composition of the Committee (50-50, equal representation from workers and management)

- (a) The committee shall consist of (X) members.*
- (b) (X - number of workers) worker representative will be elected from each of the following areas or unions.*
- (c) (X - number of employees in management) employer representative will be appointed to the committee.*

9. Co-chairs

- (a) The committee will elect co-chairs from its membership.*
- (b) The worker representatives shall select the worker co-chair.*
- (c) The employer representatives shall select the employer co-chair.*
- (d) The co-chairs shall:*
 - (i) Lead the meetings and keep them on track (follow the agenda).*
 - (ii) Ensure the maintenance of an unbiased viewpoint*
 - (iii) Arrange the agendas*
 - (iv) Review previous meeting reports and material prior to the meetings*
 - (v) Arrange for the meeting place*
 - (vi) Notify members of meetings*
 - (vii) Prepare meeting agendas*
 - (viii) Prepare meeting reports*
 - (ix) Forward a copy of meeting reports to the employer for distribution*
 - (x) Prepare recommendation(s) and forward to the employer for a response*
 - (xi) Prepare all correspondence*

10. Terms of Office

- (a) Committee members will sit on the committee for [SPECIFY] years.*
(Note committees are more effective if terms of office overlap for committee members.
This allows a mix of new and experienced committee members on the committee, even after elections).
- (b) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.*
- (c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.*
- (d) When any member is unable to attend, they will arrange to have an alternate member to attend meetings in their place.*

11. Recommendations to the Employer will Meet These Guidelines:

- (a) Directly related to health and safety.*
- (b) Doable (reasonably capable of being done).*
- (c) Comprehensive and complete; that is, the employer will not need more information to make a decision.*
- (d) Recommend short-term (interim) corrective actions and long-term corrective actions when applicable.*
- (e) Copies of Committee recommendations will be forwarded to (SPECIFY POSITION, such as Senior Managers, CEO, President)*

12. Assistance in Resolving Disagreements within Committee

If the OHS Committee is unable to reach consensus (agreement) on a matter relating to the health or safety of workers at the workplace, a co-chair of the committee may report this to the Workers' Safety and Compensation Commission (WSCC), which may investigate and attempt to resolve the matter.

13. Amendments

These terms of reference may be amended by vote of the committee members.

14. Review

These terms of reference shall be reviewed committee members every three (3) years.