**Joint Occupational Health & Safety Committee**

[INSERT ORGANIZATION LOGO HERE]

**Terms of Reference**

1. **Name of the Committee**

The Committee shall be known as the Joint Occupational Health and Safety Committee (hereinafter referred to as “JOHS Committee”).

1. **Purpose of the JOHS Committee**

The purpose of the JOHS Committee is to work cooperatively with [ORGANIZATION] in identifying and resolving safety and health issues in support of a planned occupational health and safety program and to prevent occupational injuries and diseases in the workplace.

1. **Constituency of the JOHS Committee**

In accordance with Section 33 of the Workers Compensation Act (WCA), the JOHS Committee will:

* Consist of at least four (4) members;
* Include both Worker and Employer representatives;
* Have at least half of the Committee members consist of Worker representatives;
* Have two Co-Chairs, one selected by the Worker representatives and the other selected by the Employer representatives.

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| **COMMITTEE MEMBERS** |
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| **ALTERNATE MEMBERS** |
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Both the Workers and the Employer shall appoint alternates to help ensure full attendance at meetings.

Alternates do not attend meetings unless a regular member cannot attend the meeting. Appointed Worker or Employer representatives, in excess of, an equal number shall be considered “non-voting members” at that meeting. The respective Co-Chair is responsible for ensuring their representatives attend the meetings and/or are replaced by an alternate.

1. **Duties and Functions of the JOHS Committee**

The duties and functions of the JOHS Committee are those identified in Section 36 of the Workers Compensation Act (WCA):

* Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
* Consider and promptly deal with complaints relating to the health and safety of workers;
* Consult with workers and the Employer on issues related to occupational health and safety, and the occupational environment;
* Make recommendations to the Employer and the workers for the improvement of the occupational health and safety, and the occupational environment of workers;
* Make recommendations to the Employer on educational programs promoting the health and safety of workers and compliance with the Occupational Health and Safety (OHS) provisions of the WCA and the regulations, and to monitor their effectiveness;
* Advise the Employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
* Advise the Employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health and safety of workers;
* Ensure that accident investigations and regular inspections are carried out as required;
* Participate in inspections, investigations and inquiries as provided in Part 2 of the WCA and the regulations, including Employer incident investigations and investigations into refusal of unsafe work; and
* Carry out any other duties and functions prescribed by the WCA.
1. **Records and Reports**
* The Recording Secretary shall keep accurate records of all matters that come before the JOHS Committee;
* A report of a JOHS Committee meeting will be prepared as soon as possible after the meeting with a copy provided to the Employer;
* The JOHS Committee will retain a copy of the minutes for at least two (2) years from the date of the JOHS Committee meeting to which they relate; and
* The Employer will be responsible for ensuring that the retained reports are readily accessible to the JOHS Committee members, workers of the Employer, officers and other persons authorized by WorkSafeBC.
1. **Meetings**
* In accordance with Section 37 of the WCA, the Committee must meet regularly at least once each month.
* Meetings shall take place on the [DAY OF THE WEEK] of each month, from [START TIME TO END TIME]
* Special meetings, if required, will be held at the mutual agreement of the Co-Chairs; and
* A quorum shall consist of a minimum of two (2) Worker representatives, and two (2) Employer representatives.
1. **Role of the co-chairs**

The two elected Co-Chairs (one Employer and one Worker representative) will:

* Facilitate meetings;
* Review previous meeting reports and materials prior to each meeting;
* Arrange the meeting place;
* Notify members of meeting dates, times and locations;
* Prepare meeting agendas;
* Prepare meetings reports;
* Forward a copy of meeting reports to the Employer for distribution;
* Prepare recommendation(s) and forward to the Employer for a response; and
* Prepare all correspondence on behalf of the JOHS Committee.
1. **Agendas and Meeting Reports**
* An agenda will be prepared by the Co-Chairs and distributed to the members prior to the meeting;
* A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the Employer, JOHS Committee members, workers, and the Worker’s Compensation Board; and
* A copy of the report of each meeting will be posted promptly, in a place readily accessible to the workers for whom this committee is responsible.
1. **Role of the co-chairs**
* JOHS Committee members will sit on the committee for two (2) years;
* If a member of the JOHS Committee chosen by the workers is unable to complete the term of office, the workers will choose another member;
* If a member of the JOHS Committee appointed by the Employer is unable to complete the term of office, the Employer will appoint another member; and
* All members of the JOHS Committee will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.