JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

[Organization Name] is committed to the health and well-being of all of its employees. To that purpose, [Organization Name] will comply with all applicable provincial legislation in Prince Edward Island, as defined by the *Occupational Health and Safety Act*. Additionally, [Organization Name] recognizes its primary responsibility as an employer for health and safety on its facilities.

POLICY

Since [Organization Name] employs more than twenty employees, it will establish a Joint Occupational Health and Safety (JOSH) Committee.

At least half of the members of the Committee cannot have managerial responsibilities and are elected by the workers or their union.

Any time spent by the Committee on health and safety-related activities is considered work time, and members will be compensated in accordance with their regular working hours.

Selection of JOSH Committee Members

At least half of the committee members are not permitted to hold management positions at [Organization Name]. They must be elected by employees unless a union establishes a separate voting mechanism.

Representatives of [Organization Name] must be managers and are appointed by the [Organization Name].

Additionally, the Committee must be co-chaired by two individuals, one chosen by representatives of [Organization Name] and the other by worker representatives. The co-chairs are accountable for a variety of activities, including meeting coordination, management, evaluation, and report writing, as well as selecting JOSH members to participate in employer-requested investigations.

Training

[Organization Name] will ensure that all newly appointed Committee members get occupational health and safety training to familiarise themselves with their roles and responsibilities, as well as with accident and incident investigations and work refusal legislation.

This training will be provided at no cost to enable Committee members to perform their duties. This training is considered an integral part of the representatives' responsibilities, and the representative will be compensated for the time spent training.

Powers of the JOSH Committee

The Committee is tasked with the following duties and authorities:

* Determine the healthfulness or risk of a work environment and give recommendations for improvement
* Respond promptly to worker complaints concerning health and safety problems.
* Collect information about the work environment and its hazards from employees and [Organization Name].
* Make recommendations to [Organization Name] and its employees regarding safety enhancements.
* Assist [Organization Name] in developing mandated programs and policies and evaluating their effectiveness, as well as in making necessary workplace adjustments to machinery/equipment and work procedures that affect employee health or safety.
* Ascertain that required protocols are followed during accident investigations
* Participate in inspections, investigations, and inquiries concerning events and work refusals involving [Organization Name].
* Conduct regular obligatory workplace safety assessments.

Meetings

The Committee will meet at least once a month.

[Organization Name] will provide all Committee members with paid time off from their regular job responsibilities to attend and prepare for meetings. Members shall preserve minutes of Committee meetings to keep track of important issues and discussions. Each meeting must be meticulously documented and communicated to [Organization Name] in a timely manner.

[Organization Name] will retain copies of these reports for a minimum of two years to ensure that they are available to staff when needed.

Inspections

[Organization Name] will uphold its commitment to conduct frequent workplace inspections at appropriate intervals to prevent the emergence of hazardous working conditions. Additionally, it will ensure that Committee members participate in these workplace inspections whenever possible.

Committee Recommendations

The Committee is responsible for developing health and safety recommendations for [Organization Name]. Informal action ideas made by the co-chair of [Organization Name] may be included in the minutes of the Committee meeting. Within 21 days, co-chairs must provide official written suggestions to [Organization Name] through email.

Evaluation of the Committee

Once a year, the Committee's effectiveness must be evaluated in writing.