## TERMS OF REFERENCE: JOINT HEALTH & SAFETY COMMITTEE (JHSC)

1. **Name:** The committee shall be known as the [Organization Name] Joint Health and Safety Committee.
2. **Purpose:** The purpose of the committee is to work in cooperation with the employer to identify and resolve situations that may pose danger or a hazard to employees; and provide recommendations about how to improve safety in the workplace including any health and safety measures, procedures, or programs.
3. **Committee Members:**

* The committee shall be composed of at least four (4) members.
* At least half of the members on the health and safety committee will be worker representatives, meaning they will not exercise any managerial/leadership duties.
* The worker members of the committee shall be chosen by the employees of [Organization Name] who do not hold management positions.
* The management representatives will hold positions of management within the organization and be appointed by [Organization Name].
* At [Organization Name], the JHSC members are:

| **Employer Representative Names** | **Location of Work** |
| --- | --- |
|  |  |
|  |  |

| **Worker Representative Names** | **Location of Work** |
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* The committee must have two (2) co-chairs, one of whom is selected by the worker representatives on the committee, and the other of whom is selected by the employer members of the committee.
* The co-chairs will be certified and trained as per the Ontario *Occupational Health and Safety Act*
* In the event that one or both of the co-chairs leave [Organization Name], they shall be replaced, and their replacement(s) trained as soon as reasonably possible.

1. **Co-chair Duties**

* Facilitate and arrange meetings.
* Ensure a meeting agenda is prepared and distributed.
* Keep the meeting on track according to the agenda, and lead decision making efforts.
* In the event the committee does not reach a consensus, the co-chair(s) have the power to provide written recommendations to [Organization Name].
* Prepare recommendations and forward to the employer for response.
* Prepare any correspondence on behalf of the committee.
* Ensure minutes of each meeting are recorded and stored appropriately, with one copy provided to the employer and another posted for employees.

1. **Terms of Office**

* [Insert the process used for voting in worker members of the committee]
* Committee members may sit on the JHSC for [insert amount of time].
* If a member of the committee who is chosen by the workers is unable to continue with the committee, another member must be selected by the workers.

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

The following are the duties and powers of the committee under the *Occupational Health and Safety Act*:

* Identify situations that may pose danger or a hazard to employees.
* Provide recommendations to [Organization Name] on ways to improve safety in the workplace for employees.
* Make recommendations regarding establishing, maintaining, and monitoring any health and safety measures, procedures, or programs to [Organization Name].

1. **Support for the Committee**

* The employer is responsible for ensuring the committee has reasonable time, space, and support to carry out its duties. The JHSC may:
* Request and be provided information from [Organization Name] about:
  + Identifying potential or current hazards involving materials, processes, equipment, and
  + Examples of safe work practices and health and safety standards in either similar industries, or businesses that are known to [Organization Name].
* Be provided information by [Organization Name] about any tests regarding health and safety in the workplace (could be related to machinery, equipment, chemical or physical agent, material, or biological element, etc.);
* Be present at and be consulted about any testing in the workplace, as necessary.
* The employer is must provide safety committee members must be considered working while they are completing their health and safety duties
* The employer will ensure the co-chairs of the JHSC are certified and trained as per the Ontario *Occupational Health and Safety Act*. Their time spent in training will be considered work time and they will be compensated at their regular rate of pay
* [Organization Name] is responsible for the costs incurred by the training program.

1. **Meetings:**

* The health and safety committee will meet [Insert when: every three months, at minimum]. The location of this meeting will be [Insert details].
* Minutes will be taken at each committee meeting and the name of the committee member who took the minutes will be included in the report.
* Minutes will be retained [insert where minutes are stored: example in the JHSC folder with the company’s shared drive] in the event of an inspection or examination.
* A copy of the minutes of each meeting will be provided to the employer and posted on the safety board within [X] days following each meeting.
* If a member of the committee is unable to attend a meeting they must [insert procedure].

1. **Recommendations to the Employer**

* Recommendation to the employer must be submitted to the employer in writing by one of the co-chairs of the JHSC.
* These recommendations shall be responded to within 21 days of their receipt. The response will include when the recommendation will be implemented when [Organization Name] agrees with the recommendation and reasons why when the recommendation is disagreed with and/or not accepted.

1. **Inspections**

* One of the members of the committee will be required to complete monthly health and safety inspections. The committee is required to establish a schedule for the completion of these inspections.
* When possible, it should be the certified co-chair who completes the inspection, but the co-chair is not required to complete every inspection.
* A workplace inspection checklist will be utilized to ensure nothing is missed.
* These inspection results shall be kept on file.
* If any hazards or dangers are noted during the inspection, the committee member must inform the committee of their findings and the committee must discuss this information as soon as reasonably possible.

1. **Injuries, Illnesses and Incidents, including Critical Injury or Death**

* A worker member of the JHSC should be involved in the investigation of all injuries, illnesses and incidents. However, this is at the discretion of the investigating Supervisor, unless a critical injury or death has occurred.
* If a critical injury or death occurs, a member of the JHSC must be involved to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved).
* Following the inspection, the worker member is required to present their written findings to the [Insert Title] and to the committee.
* Both the Supervisor who is investigating and the participating member of the Joint Health and Safety Committee sign the injury / incident investigation report, upon completion.

1. **Posting Committee Information**

* The JHSC will post the names of the members of the committee, as well as their work departments in an accessible location so that all employees are aware of who is on the committee.

1. **Records**

* The committee must keep accurate records of all matters before it.
* The committee will maintain records of meeting minutes for a period of three (3) years from the date of each meeting.

1. **Amendments**

These terms of reference may be amended as needed by vote from the committee.

Approved:

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Employer Co-Chair Name Signature Date

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Worker Co-Chair Name Signature Date