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## JOINT HEALTH AND SAFETY COMMITTEE (JHSC)

[Organization Name] is dedicated to the health and well-being of all of its employees. To that end, [Organization Name] will adhere to all provincial legislation in New Brunswick as defined by the *Occupational Health and Safety Act and Regulations*. Additionally, [Organization Name] understands that it has the primary responsibility for health and safety on its premises as an employer.

POLICY

As [Organization Name]’s workforce exceeds 20 employees, a Joint Health and Safety Committee (JHSC) is required to ensure the health and safety of all individuals on the premises.

The size of the committee may be agreed upon by the employer and the employees\* but it must contain an equal number of employer-chosen representatives and employee-chosen representatives. In other words, only half of members on the JHSC may hold managerial/leadership duties and be appointed by the organization. The other half of the committee members shall be non-managerial staff members chosen by the employees.

\* Where the employer and employees cannot agree on the size of the committee, the Chief Compliance Officer may establish its size.

Co-Chairs

The employer and employee members of a committee shall elect a co-chair from their respective groups.

Functions of the JHSC

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

1. make recommendations for the establishment and enforcement of policies involving health and safety practices;
2. participate in the identification and control of health and safety hazards at the place of employment;
3. inform employees, supervisors and the employer of existing or potential hazards at the place of employment and of the nature of the risks to their health and safety;
4. establish and promote health and safety programs for the education and information of the employer, supervisors and employees;
5. receive, consider and make recommendations to the employer or a supervisor regarding complaints respecting the health and safety of the employees at the place of employment;
6. maintain records respecting the receipt of, the consideration of and recommendations respecting complaints;
7. obtain information from the employer respecting the identification of existing or potential hazards of conditions, tools, equipment, devices and machines at the place of employment;
8. carry out monitoring and measuring procedures by trained committee members where the Commission has determined there is a need for regular monitoring and measuring at the place of employment and has directed the committee to carry out such monitoring and measuring;
9. investigate any matter referred to in paragraph (5);
10. participate in all inspections, inquiries and investigations concerning the health and safety of employees, and in particular the investigation of any matter referred to in section 43 of the Act (serious injuries or death);
11. perform any other duties that
    1. the Commission may assign to a committee,
    2. may be assigned to a committee by agreement between the employer and the employees, or
    3. are prescribed by the Act or the regulations.

Training

In New Brunswick, all JHSC members are required to complete training that meets the requirements of the Regulations *and* which is provided by an approved WorkSafeNB provider. [Organization Name] will ensure that the members of the JHSC are trained on their health and safety responsibilities through a WorkSafeNB approved JHSC training provider.

Committee Meetings

The JHSC will meet once per month, at minimum, unless the Commission has approved an application for an alternate meeting frequency. Minutes will be taken at each committee meeting on a form approved by the Commission. A copy of the minutes signed by the co-chairs of the committee shall be sent to the Commission.

In the Event of a Critical Injury or Death

If a critical injury or death occurs, the employer must immediately notify the committee and a member will be required to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved), and adhere to all steps as outlined in their training.

Compensation for Time

Any time spent by the members of the JHSC on health and safety duties is considered work time, and the representatives will be compensated for the time in accordance with normal working hours.

Additionally, the committee members will be compensated for any preparation time required to fulfill health and safety responsibilities.

Record-Keeping

The health and safety representative is required to maintain records of all inspections, recommendations, accidents, hazards, and other health and safety issues that come to their attention while performing their duties. These records must be provided to a WorkSafeNB health and safety officer upon request.

Posting Committee Members’ Names

[Organization Name] will [post](https://www.worksafenb.ca/media/1670/our-joint-health-and-safety-committees-works-for-you-1.pdf) the names of the members of the committee, as well as their work departments and contact information, in an accessible location so that all employees are aware of who is on the committee. It will also ensure the minutes of the most recent committee meeting are posted in a prominent place.