

Appendix 14: Terms of Reference

CONDUCT

1. Members of the Joint Health and Safety Committee (JHSC) and other Health and Safety Representatives on site will use their position only to ensure the Health and Safety of their coworkers. If Health and Safety representatives are unable to resolve problems that are particular to their area of responsibility through the Internal Responsibility System (i.e. reporting to foreman, supervisor and Project Supervisor, Project Manager), then these concerns should be brought before the JHSC, or Worker Trades Committee.
2. Meetings of the JHSC are to be held on _____ day @ ____ a.m. every _____ per month
3. Topics for future "meeting agenda's" will be discussed by the committees and an agenda will be prepared and posted in the site trailer 3 days prior to the next meeting.
4. Minutes will be kept of each meeting by the respective co-chairpersons, these will be prepared and reviewed by the co-chairpersons and then distributed within _____ days of the meeting to all members of the committee, and additional copies will be placed on file and will also be posted in the site trailer. Copies of the WTC will be submitted to the JHSC at least _____ days in advance of the meeting.
5. A workplace Health & Safety inspection will be conducted by one labour and one management member of the JHSC at least once per month and one week prior to the next upcoming meeting. Inspections will be submitted to site management immediately for follow-up and then subsequently reviewed at the next committee meeting
6. Attendance is mandatory at all scheduled meetings by every member of the respective committees. There must be at least two management and two worker members present to have a quorum. Failure to attend two consecutive meetings without due cause will result in dismissal from and replacement on the respective committee. Not being aware of a meeting is not due cause. Members, if not aware, must inquire as to meeting dates and times.
7. Every representative will be given an opportunity to present his/ her concerns at each meeting. Only one person should hold the floor at one time as co-coordinated by the chairperson. Unmanageable arguments will be cause for discontinuing the meeting or asking the offending party (ies) to leave the meeting.
8. Unscheduled interruptions of meetings will not be accepted. If absolutely necessary, and agreed upon, breaks may be requested but must be kept to a minimum.
9. Formal recommendations for improvement of workplace conditions should contain the following information and be presented on the appropriate form to be accepted by management:
 - reason for recommendation (identify hazard)
 - outline for requirements (what measures, procedures or equipment are being Requested)
 - time requirements for implementation
 - time expectations for a response in writing.(maximum 21 days)
10. All concerns or questions between the respective committee meetings are to be addressed immediately with the co-chairperson if it cannot be resolved through the Internal Responsibility System.

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11. Decisions are to be made as a group, with majority rule presiding. Guests do not maintain a vote, management and labour representation should remain equal with management not to exceed labour.
12. Topics and issues presented must deal only with Occupational Health and Safety. The JHSC will not be a forum for general concerns.
13. For the purposes of maintaining good employment relations at this worksite, all members are requested not to abuse the time given for these meetings and for duties assigned by the committee outside their regular job functions.
14. Guests may be invited to meetings, from time to time, when agreed upon by the committee (e.g. Construction Safety Association Personnel, M.O.L. Inspectors, etc...)
15. Committee structure and functions will be followed as outlined in the Occupational Health & Safety Act and/or proposed committee structure of the Site Safety Manual
16. Pro-active participation is required by all members; therefore, leading by example is expected in the workplace.
17. Committee meetings are to be no longer than 1 hour unless absolutely necessary and agreed upon by the JHSC.
18. The Workers Trade Committee will be established when 50 or more workers are present on the site lasting more than 3 months. The Workers Trade Committee will meet on _____ @ _____ a.m. every _____ week(s) for _____ Hr. with minutes provided to JHSC.

Note: The fundamental intent of the Joint Health & Safety Committee is to work collectively to ensure the Safety and Health of our workers and our environment.

These Guidelines have been accepted by all JHSC members identified below and will be considered the policy for the project.

Worker	Company	Function	Date