

Section – M

Joint Health and Safety Committees (JHSC)

Health and Safety Committees and Worker Representatives are an essential part of the workplace INTERNAL RESPONSIBILITY SYSTEM. They help to create a greater cooperation between management and labour in mutually achieving a safe and healthy workplace. Legislation is now placing a greater emphasis on committees as a method of self-governing health and safety concerns in the workplace. This aspect of self-government will increase over time, to limit the burden on enforcement officers. Depending on the workplace and workforce size, various types of Committees may be required, as follows;

Workplace	Workforce	Requirement
All workplaces	6 - 19	Elected worker representative (chosen by the workers)
All workplaces	over 20 employees	Joint Health and Safety Committee required w/ worker members appointed by co-workers, management members appointed by management.
Construction Projects w/duration of 3 months or more.	20 - 49	Joint committee w/ worker members appointed by co-workers, management members appointed by management.
Construction Projects w/duration of 3 months or more.	50+	Joint committee w/ at least 2 worker appointed by their co-workers (1 certified). No greater (than worker) number of management members appointed by site management (1 Certified). Worker trades committee w/ all trades represented by workers only.

CONTENTS

1. Membership
2. Duties and Conduct
3. Meetings
4. Committee Records
5. Recommendations

IMPLEMENTATION

BACHLY CONSTRUCTION will cause a Joint Health and Safety Committee to be established where required. All necessary forms to establish and maintain the committee are located in this section.

Part 1: MEMBERSHIP

PURPOSE Occupational health and safety legislation identifies, specifically, the minimum requirements and procedures for membership on the Health and Safety Committees. The membership of the committees may vary to meet site requirements, providing that it meets the minimum requirements outlined in the legislation.

PROCEDURE **Step 1**
A joint committee will be established within the first month of the project. Election/selection - notices/memos are to be sent to all contractors to have a representative appointed by workers.

Project Supervisor will serve as one of the management members and will choose the other management member (where required).

At least 1 worker and 1 management member must be a certified member (where required). Worker members of the committee may be rotated from the Workers Trades Committee (when established) on a regular basis, as voted on by the committee, or as required by their employer's activities.

Worker Trades Committees - This committee will be established by the Joint Committee when the site population reaches 50 workers.

DISTRIBUTION A "Memorandum" (Appendix 13) should be posted on site, advising of;

- JHSC representative's names
- Certified Member (where required)

RECORDS All documentation for the set-up of the JHSC will be maintained on site by the Project Supervisor.

Part 2: DUTIES AND CONDUCT

PURPOSE The basic duties of committee members are clearly identified by legislation. Identified members of the committee should have certain duties defined so they may be prepared and familiar with their responsibilities. The acceptable conduct and forum for meetings should also be decided upon initially to avoid concerns or confusion about committee activities.

PROCEDURE Upon the establishment of a Joint Health and Safety Committee the first order of business will be the definition of Duties and the establishment of Rules of Conduct (Appendix 14). These are to include, as a minimum requirements for members to conduct the following tasks;

DUTIES	WORKER REP.	MANAGEMENT REP.
1. Co-chairpersons		
2. Certified members		
3. Inspections		
4. Critical Accident Investigations		
5. Work refusals		
6. Taking minutes		
7. Accompanying Governing Authorities (M.O.L)		
8. Maintaining committee records		

DISTRIBUTION These duties as agreed upon should be documented on this sheet and placed on the "Committee Memorandum" (Appendix 13).The "Committee Memorandum" must be

- posted on site
- supplied to all trade contractors on construction projects.
- maintained in the Committee file

Part 3: MEETINGS

PURPOSE Meetings of the Joint Health and Safety Committee and Worker Trades Committee are required by legislation. These meetings are an effective method for determining unsafe conditions or acts on the project through worker input. Management/Labour co-operation, at these meetings, may also increase safety awareness and limit undesired occurrences.

PROCEDURE Frequency- Legislation requires that Joint Health and Safety Committees meet at least quarterly. This is not a practical means for ensuring safety, it is recommended that the Joint Health and Safety Committee meet on a monthly basis.

Step 1; A schedule for meetings should be prepared during the first meeting and voted on. This should be based on the activity and number of workers on site.

Step 2; A schedule for the Worker Trades Committee should be prepared and voted on. (to be used when site population reaches 50+ workers)

DISTRIBUTION Meetings - Certain documents should be prepared by the Committee(s) to meet legislated requirements and good committee practice.

Item 1; AGENDA - An agenda (Appendix 15) should be prepared for each meeting identifying concerns and topics to be discussed in addition to New Business.

Item 2; MINUTES - Accurate minutes (Appendix 16) must be kept for both the JHSC and/or Worker Trades committee meetings.

Item 3; RECOMMENDATIONS & RESPONSE - Where a committee makes a formal recommendation (Appendix 17) to site management to improve safety or health conditions a response must be provided, in writing, within 21 days.

Item 4; Work Refusals Where a Work Refusal occurs, an investigation must be conducted by the selected committee members, documentation must be maintained (use "Accident Investigation" form)

RECORDS All the above noted documents must be :

- posted in the workplace
- provided to committee members
- available for Government Inspection

Part 4: COMMITTEE RECORDS

PURPOSE

All records and reports of the Joint Health and Safety Committee must be maintained readily available for Government Inspection.

Although committee records are generally available to all persons in the workplace, some documents or information to which the committee has access may be considered confidential. The committee must be aware of this responsibility and act accordingly.

RECORDS

The following is a list of all documents which must be stored in a separate filing system available specifically for members of the committee;

- Meeting Agendas
- Meeting Minutes
- Committee Inspection Reports & Site Management Follow-up
- Accident Investigations
- Work Refusals & Unilateral Work Stoppage
- Recommendations to Management
- Response from Management
- Committee Memorandums
- General Information (WSIB reports, trade contractor's accident investigations, etc.)
- Worker Trades Committee minutes

Due to the confidentiality of some of this information access to files will be restricted to committee members accompanied by the management Co-chairperson.

Part 5: RECOMMENDATIONS

PURPOSE

The purpose of formal JHSC recommendations, is to provide a system for the committee to identify workplace health and safety concerns and ensure that they are communicated to management personnel who may not be on the committee. Through this process, the committee places the onus on management to review the recommendation, make a decision and respond in writing.

On construction projects, we realize that most safety matters can be resolved or implemented through verbal discussions and immediate actions, however, in the event that a problem is over looked or not given the appropriate attention (as deemed by the committee), the process of making a written recommendation to site management will be available.

PROCEDURE

Any committee member will be allowed to make written recommendations to site management. The forms (Appendix 17) for making recommendation to management are provided in the JHSC binder. The committee member will complete the form and present it to the Management Co-Chairperson.

Once obtained by the Management Co-chairperson, the recommendation will be reviewed with the senior management. Management then has the obligation to respond to the recommendation within 21 days. The appropriate forms for Responding to Recommendations are located in the in this section.

Site Management will attempt to respond to written recommendations as soon as possible and in any event no later than 21 days from the day that the recommendation was provided to the Co-chairperson.

DISTRIBUTION

All recommendations must be provided to the **Project Manager** and/ or the **Health and Safety Coordinator**. All responses to recommendations must be returned back to the committee member who made the recommendation (within 21 Days).

Responses to recommendations will be provided to all committee members and posted on the Safety Bulletin-Board in the site trailer.

RECORDS

All recommendations made to management, will be retained on file for a period of up to 5 years.