

Joint Occupational Health & Safety Committee Reference Manual



THE UNIVERSITY OF BRITISH COLUMBIA

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Contact Information

EMERGENCY:

911

Police | Fire | Ambulance | Hazardous Spill

NON-EMERGENCY

RCMP	604-224-1322
Vancouver Fire and Rescue	604-665-6010
BC Ambulance Service	604-872-5151

SECURITY & PERSONAL SAFETY RESOURCES

Campus Security (Vancouver)	604-822-2222
AMS SafeWalk	604-822-5355

FIRST AID RESOURCES

Closest Defibrillator	www.rms.ubc.ca
UBC Faculty, Staff, and Student Workers	604-822-4444
UBC Students	911 or Student Health at UBC Hospital
Visitors	911 or Urgent Care at UBC Hospital

SAFETY RESOURCES & RISK MANAGEMENT SERVICES CONTACTS

AMS Sexual Assault Support Centre	604-827-5180
Report an Accident or Incident	https://www.cairs.ubc.ca/
Asbestos Safety	604-822-8772
Biological and Radiation Safety	604-822-4353
Chemical Safety	604 827-3409
Emergency Management & Business Continuity	604-822-1237
Health and Safety- Faculty of Medicine	604-827-1982
Health and Safety- Student Housing and Hospitality Services	604 827-2671
Health and Safety- Building Operations	604 822-1885
Risk Management Services	604-822-2029
Safety Programs	604-822-6513
Student Health	604-822-7011
Equity and Inclusion	604-822-6353
Counseling Services	604-822-3811
Ergonomics	604-822-9040
Occupational Hygiene	604-822-6098



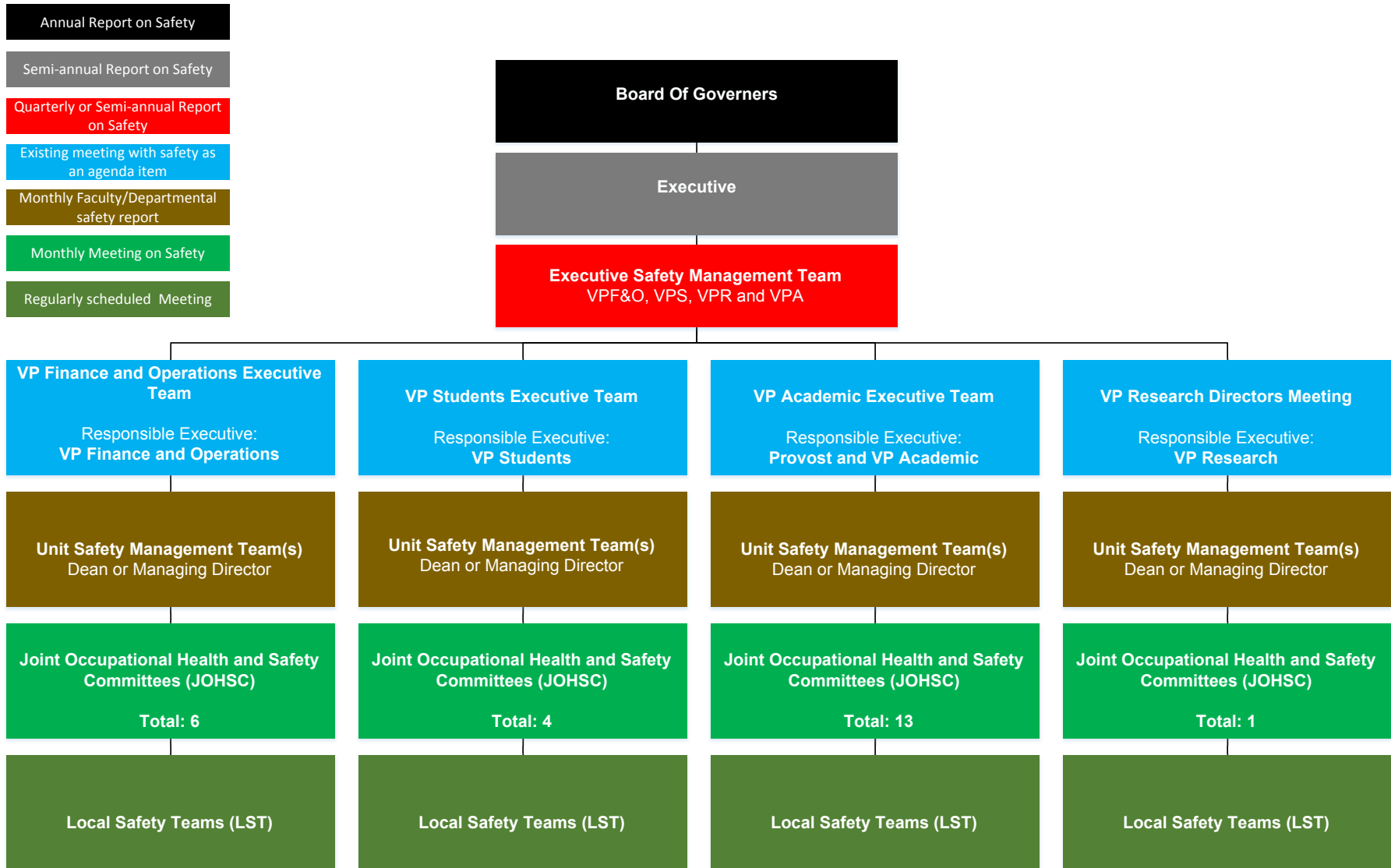


Introduction

The Workers Compensation Act (WC Act) requires employers to establish a Joint Occupational Health and Safety Committee (JOHSC) in any workplace that regularly employs 20 or more workers (full and part time). This manual examines the JOHSC, its duties and functions, the University of British Columbia's (UBC) new health and safety reporting structure, selection of members, activities, conduct of meetings, writing recommendations, planning educational leave, and reaching Committee objectives.

Many workplaces in British Columbia find that joint worker/employer health and safety committees are an excellent means of consultation within the organization. These Committees can help identify workplace health and safety responsibilities, establish positive attitudes, and assist the employer with reducing/eliminating workplace injuries or diseases.

UBC Reporting Structure





Duties & Functions of the Committee

A JOHSC is a committee made up of worker and employer representatives working together to identify and resolve health and safety problems in the workplace. To be successful, the Committee must meet at least once per month, operate in an atmosphere of cooperation and be effective in promoting and monitoring a sound occupational health and safety program.

While the employer is ultimately responsible for the overall safety program, the Committee is responsible for identifying and recommending solutions to problems.

The Committee's role (through various activities) in the workplace includes:

- (a) Promoting safe work practices
- (b) Assisting in creating a safe and healthy workplace
- (c) Recommending actions which will improve the effectiveness of the occupational health and safety program, and
- (d) Promoting compliance with the WC ACT and the Occupational Health and Safety Regulation (OHSR).

WC Act, Section 130 Duties and functions of a joint committee

A joint committee has the following duties and functions in relation to its workplace:

- (a) to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
- (b) to consider and expeditiously deal with complaints relating to the health and safety of workers;
- (c) to consult with workers and the employer on issues related to occupational health and safety and occupational environment;
- (d) to make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
- (e) to make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with this Part and the regulations and to monitor their effectiveness;
- (f) to advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
- (g) to advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;
- (h) to ensure that accident investigations and regular inspections are carried out as required by this Part and the regulations;
- (i) to participate in inspections, investigations and inquiries as provided in this Part and the regulations;
- (j) to carry out any other duties and functions prescribed by regulation.



Role of the Committee

Organizing the Committee

The structure of a JOHSC is outlined in the WorkSafeBC OHSR. Members should be selected according to the needs of the organization. All workers in the organization need to be represented. JOHSC Terms of Reference should address:

- Terms of office for members
- How alternates are designated
- What constitutes a quorum (the fixed minimum number of members that must be present to make a meeting valid)

Where Should the Committee Representation Come From?

- There should be no fewer than four (4) regular members, employed within the organization and experienced in the types of work carried out by the organization.
- Membership should be chosen by and represent the workers and the employer. At least half the members must be worker representatives.

Committee Size

Factors to consider when deciding on Committee size include:

- Degree of hazards in the workplace
- Number of employees
- Number of departments
- Number of places of employment
- Number of unions or worker groups
- Need to represent different shifts

WC Act, Section 128 Selection of worker representatives

- (1) The worker representatives on a joint committee must be selected from workers at the workplace who do not exercise managerial functions at that workplace as follows:
 - (a) if the workers are represented by one or more unions, the worker representatives are to be selected according to the procedures established or agreed on by the union or unions;
 - (b) if none of the workers are represented by a union, the worker representatives are to be elected by secret ballot;
 - (c) if some of the workers are represented by one or more unions and some are not, the worker representatives are to be selected in accordance with paragraphs (a) and (b) in equitable proportion to their relative numbers and relative risks to health and safety;
 - (d) if the workers do not make their own selection after being given the opportunity under paragraphs (a) to (c), the employer must seek out and assign persons to act as worker representatives.
- (2) The employer or a worker may request the Board to provide direction as to how an election under subsection (1) (b) is to be conducted.
- (3) The employer, or a union or a worker at a workplace referred to in subsection (1) (c), may request the Board to provide direction as to how the requirements of that provision are to be applied in the workplace.

The Committee needs to be able to handle the needs of the organization and diversity of the work. It is the Committee's responsibility to determine equal representation of all areas within its jurisdiction.



Role of the Committee

Selection of Members

The role of the Committee is consultative. Duties are to review and recommend. It is important that members work in a cooperative manner, actively participate to solve problems, and maintain confidentiality. People involved in union/management matters should leave any adversarial role behind once they become part of the JOHSC. Committee members should be recorded on the JOHSC Appointment of Worker and Employer Representatives form.

As per UBC Policy No. 7, section 2.1.8, supervisors have the responsibility to participate, if requested, on department or building safety committees.

Worker Representatives

Worker representatives must be chosen by and represent the workers. This is sometimes done according to the constitution of the union or association representing the workers. Worker representatives should be chosen to represent all workers, shifts and departments; and therefore, chosen from different areas within the organization.

WC Act, Section 129 Selection of employer representatives

- (1) The employer representatives on a joint committee must be selected by the employer from among persons who exercise managerial functions for the employer and, to the extent possible, who do so at the workplace for which the joint committee is established.
- (2) For certainty, an individual employer may act as an employer representative.

Employer Representatives

Committee members can become frustrated and lose enthusiasm if the employer representatives do not have authority to follow up on most of the health and safety issues. The Committee itself does not have the authority to act on its own recommendations. It is therefore vital that the employer representatives (e.g. senior management and administrators) have sufficient authority to act upon many matters agreed upon at a meeting.

Use of Alternates

Alternate members should be selected to attend meetings or conduct Committee business when regular members are not available. It is essential to have each alternate selected in advance.

Co-Chairs

The two co-chairs must have leadership quality and the confidence of the members. One co-chair should be selected by the worker representatives of the Committee. The other co-chair should be selected by the employer representatives of the Committee. Co-chairs should alternate chairing Committee meetings. The co-chairs' major responsibilities are to:

- (a) Control meetings
- (b) Maintain an unbiased viewpoint
- (c) Review previous meeting reports and material (minutes)
- (d) Prepare the agenda, recommendations and correspondence
- (e) Record Committee activities (an administrator should be chosen to record meeting minutes)
- (f) Circulate and post the meeting minutes
- (g) Send out meeting notices



Posting Committee Information

It is desirable for the employer to provide typing and clerical services. It is also acceptable for the employer to provide an administrator who would not necessarily be considered a Committee member.

As per the WC Act Section 138, the employer must post the following information:

- (a) The names and work locations of Committee members
- (b) The minutes of the 3 most recent JOHSC meetings, and
- (c) Copies of any applicable orders, associated with WC Act Part 3 Division 4- Joint Committees and Worker Representatives, for the preceding 12 months.

The communication medium can be in the form of (but not limited to) a safety bulletin board or an online portal. A central JOHSC webpage is available for electronic posting of Committee information at www.safetycommittees.ubc.ca. Committee meeting minutes can be emailed to ubcsafety.committee@ubc.ca for posting on the central webpage.



Committee Recommendations

Remember that under WorkSafeBC OHSR sections 3.9 to 3.11, unsafe or harmful conditions found during a workplace inspection must be fixed without delay. The individual worker has a responsibility to report problems to the supervisor or employer. However, if the problem is not corrected, a Committee member should be contacted.

When these steps are followed, most issues will not reach the JOHSC. As a result, the Committee should be only be dealing with outstanding/unresolved issues that have been reported to the supervisor or employer but not corrected. Such issues might also include injury/illness problem areas identified by review of records and statistics. The Committee can decide if any action should be taken. If Committee members agree on the action to be taken, they decide between two options:

Option 1- Deal with the issue immediately

If a management representative on the Committee can deal with the issue (authorize work to be completed, make a decision etc.), then the issue is addressed from within the Committee. For these reasons, try to make sure that a high-level management representative is on the Committee so that issues can be dealt with immediately.

Option 2 - Create a recommendation

If a management representative is unable to deal with the issue (outside his/her authority, etc.), then the co-chairs, with the help from the Committee, need to write a recommendation to the employer.

Recommendations should be directly related to health and safety in the workplace. Ensure they are:

- Doable (reasonably capable of being carried out)
- Complete (employer should not need any more information to make a decision)

WC Act, Section 133 Employer must respond to committee recommendations

1. This section applies if a joint committee sends a written recommendation to an employer with a written request for a response from the employer.
2. Subject to subsections (4) and (5), the employer must respond in writing to the committee within 21 days of receiving the request, either
 - (a) indicating acceptance of the recommendation, or
 - (b) giving the employer's reasons for not accepting the recommendation.
3. If the employer does not accept the committee's recommendations, a co-chair of the committee may report the matter to the Board, which may investigate and attempt to resolve the matter.
4. If it is not reasonably possible to provide a response before the end of the 21 day period, the employer must provide within that time a written explanation for the delay, together with an indication of when the response will be provided.
5. If the joint committee is not satisfied that the explanation provided under subsection (4) is reasonable in the circumstances, a co-chair of the committee may report this to the Board, which may investigate the matter and may, by order, establish a deadline by which the employer must respond.
6. Nothing in this section relieves an employer of the obligation to comply with this Part and the regulations.

Committee Recommendations

Recommendation Guidelines

- Send to person who can take action
 - ✓ Date the recommendation and send it to your Dean or Managing Director (Unit Safety Management Team) who has the authority to follow up on it
- Send from co-chairs
 - ✓ Have both JOHSC co-chairs sign the recommendation
- Request employer response within 21 calendar days
 - ✓ Include a reminder for a written response within 21 calendar days
- Describe OH&S issue
 - ✓ Give a short clear description of the issue; for example: what, why, who, where, when
 - ✓ Give enough information so that the employer does not need to ask for more details/background to make a decision
 - ✓ Refer to any accident, incident, or other occurrence related to the issue
- Describe Committee recommendation
 - ✓ Make sure the recommendation is about workplace health and safety
 - ✓ Include the reasons for your recommendation
 - ✓ Suggest a time-frame for it to be done
 - ✓ For more complex issues: the employer will likely need details/background information to make a decision. It can be helpful to answer the following questions for the employer:
 - a. Are there specific OH&S legislation or standards that apply?
 - b. What other options are there? (Describe each)
 - c. How well will the recommended option fix the problem/address the issue?
 - d. How long will it take to complete/implement/see results?
 - e. How much will it cost?
 - f. Who will be affected? (for example: number and type of employees)
 - g. Why did the Committee decide to recommend this option?
 - ✓ Often complex issues will involve more than one step. For example:
 - a. Conducting a risk assessment of affected workers
 - b. Purchasing equipment or supplies to address the identified risks
 - c. Developing safe work procedures to reduce/eliminate the hazard
 - d. Providing education and training to affected workers
 - ✓ It may be helpful for the Committee to complete a separate recommendation form for each step so that all relevant information can be included.
 - ✓ It is important to send a copy to RMS.
- Include space on form for employer response as well as Committee comments
 - ✓ The employer needs to reply indicating acceptance of the recommendation or giving reasons for not accepting the recommendation.
 - ✓ If it is not reasonably possible for the employer to respond within 21 calendar days, the employer must provide a written explanation for the delay and inform the Committee when they will respond.



Committee Recommendations

Issues Requiring Formal Recommendations

There are a number of issues that typically require a formal recommendation. They usually involve:

- a. Policy, directive or procedure creation or revision
- b. Changes to equipment, office layouts or product purchasing normally requiring allocation of funds
- c. Training or orientation programs for employees
- d. Commitment and follow-up to issues where earlier approved corrective action has been ignored or gone unnoticed
- e. Matters which require review and/or agreement of other divisions, departments, areas, etc.

Writing Effective Recommendations

It is important for Committee co-chairs and members to learn how to write an effective recommendation. An effective recommendation includes:

- The issue
- The background
- All the options
- A suggested time-line

This information helps management understand the issue and better equips them to take action. Committee recommendations should be made using the JOHSC Recommendation Letter template provided.



Activities of the JOHSCs and LSTs

Although the monthly JOHSC meeting is a major event, it should not be the only time when members concern themselves with the program. Not all safety related problems can wait until the next meeting to be solved. Outside of monthly meetings, members should monitor ongoing health and safety procedures. Hazards can be identified and recommendations made to workers and employers to eliminate these hazards and improve conditions. Members are in a good position to promote cooperation throughout the organization.

Important tasks members should complete outside of the regular meetings:

- Make sure work areas are inspected for health and safety hazards
- Make sure accidents/incidents are reported and investigated
- Investigate complaints or refusals to work due to real or perceived hazards

Jurisdiction

Members of the JOHSCs are to communicate with their own specific workplace Local Safety Teams (LSTs) (where applicable) to discuss health and safety activities.

The Meeting

The purpose of the meeting is to provide positive participation and cooperation by employer and worker representatives. Committee members work together to promote health and safety in the workplace. Meeting dates are to be set for the year, preferably on the same day of the month at the same time and location. Members are entitled to time away from their regular job duties to attend and prepare for meetings.

Activities that generate items for consideration include:

- Inspections
- Investigations of accidents/incidents
- Workplace hazards
- Investigations of worker complaints
- Consultations with technical experts and review of the workplace's occupational health and safety program
- Education and training

Agenda

Agendas for meetings are prepared by the co-chairs using the JOHSC Agenda template and are essential to the success of the meeting.

Agendas make sure:

- Members know the date, time and place of the meeting
- All items brought up at meetings are related to safety
- All items brought up at meeting receive appropriate attention
- Business will not be sidetracked
- Members will have the opportunity to review items before the meeting

Quorum

To ensure the meeting meets WorkSafeBC standards as a valid monthly meeting, quorum must be met. If quorum is not met, then the meeting will need to be rescheduled within the same month.

Conducting the Meeting

Meetings will be productive if they are seen as problem solving sessions that use the best knowledge and experience available. It is the responsibility of the co-chairs to keep the meeting moving by cutting off irrelevant discussion, completing the agenda, and closing the meeting on a positive note. In the event of a dispute, it may be necessary to call for a break and use that time to mediate the problem. The meeting should always start on time, with members encouraged not to arrive late.

WC ACT, Section 134 Time from work for meetings and other committee functions

- (1) A member of a joint committee is entitled to time off from work for
 - (a) the time required to attend meetings of the committee, and
 - (b) other time that is reasonably necessary to prepare for meetings of the committee and to fulfill the other functions and duties of the committee.
- (2) Time off under subsection (1) is deemed to be time worked for the employer, and the employer must pay the member for that time.



The Meeting

As each item is presented, a brief discussion should follow to confirm that all members understand the topic being considered. Members can discuss if any action should be taken and the co-chairs should try to arrive at a consensus to bring issues to a conclusion. Some items can be referred to a sub-committee for further consideration/action. If this happens, it should be recorded in the meeting minutes.

When reviewing inspection reports and first aid/incident report statistics, Committee members should try to read beyond report statistics. If Committee members look at the big picture, they may identify trends or other areas requiring further investigation. For example, first records can be used to:

- Show patterns in minor events before they become serious
- Indicate possible widespread problems
- Implement early intervention control measures before minor discomforts become disabling time loss injuries

Tips for a smooth running meeting:

- Create an agenda for members to go over before the meeting
- The co-chairs should keep the meeting moving, follow the agenda and keep conversation relevant
- Set aside time at every meeting for education, which may include talks from suppliers or experts on certain equipment or procedures
- Keep accurate and clear minutes as they will provide a permanent record of the meeting and indicate what action will be taken and by whom
- Post meeting minutes to inform all employees
- Forward recommendation(s) to appropriate manager(s)

Meeting Minutes

Meeting minutes should be brief and factual, following the JOHSC Meeting Minutes Template. Minutes provide a permanent record of proceedings and inform the employer and workers of decisions and actions that have been recommended.

For each meeting, assign a different number to each item, as outlined in the template. This will save time and confusion and assist with tracking and maintaining control. The meeting minutes should indicate action required, person responsible and proposed deadlines. The meeting minutes should be studied carefully by the co-chairs and the members to ensure information is correct.

Once approved by the JOHSC, meeting minutes must be provided to the employer (both Responsible VP and Responsible Managing Director/Dean), all JOHSC members, the applicable internal communications person and Risk Management Services (ubcsafety.committee@ubc.ca). Risk Management Services will post the minutes on the UBC JOHSC website, but employers can also post minutes on safety bulletin boards or department website as well as provide a copy to a related union if requested. The employer must keep a copy of reports for at least 2 years from the date of the Committee meeting, and make meeting minutes readily accessible to the Committee, workers, and Safety Officers at WorkSafeBC (3 most recent meeting minutes must be posted).



Records and Statistics

Records

Records and statistics are important components of occupational health and safety programs for the prevention of injuries and illnesses. They help employers, managers, supervisors, and JOHSC members:

- Identify the nature, extent, and cause of health and safety hazards
- Set prevention activities
- Determine if control measures are working

Good record keeping is essential. In order for occupational health and safety information to be useful, it must be reliable and accurate. One cannot make good decisions from poor or inaccurate data.

Forms (e.g. inspection reports, accident/incident investigation reports) should be user-friendly and designed or modified to collect meaningful information. The people completing the forms (e.g. inspectors, investigators) should be trained to complete the forms properly. Inspection checklists and reports are available on the Safety Committee website.

What records must be kept?

All employers are required to maintain specific records, statistics and information that is meaningful to an effective health and safety program. The focus is to gather injury and illness data which can be used to generate work injury and illness statistics. In addition, other important types of records must also be maintained such as records of education and training, first-aid, risk assessments, workplace inspections, incident/accident investigations, exposure monitoring for harmful chemicals and noise, hearing tests, JOHSC meeting minutes, etc. The employer must ensure that these records are readily accessible to the Committee members, Safety Officers and other persons authorized by the Board.

Statistics

What types of injury/illness statistics are most useful?

Determining what injury/illness statistics are most useful depends on what information you need to know.

Statistics often include determination of injury or illness frequency and severity.

- Frequency provides information about how often injury or illness happens.
- Severity provides information about how serious an injury or illness is.

Keep in mind that some statistics are better than others but, in general:

- The more specific and current the statistics are, the more helpful they will be
- Statistics that identify specific tasks, occupations, departments, agents (e.g. chemical), body part injured, contributory causes and hazards that account for the greatest frequency and/or severity of injury deserve priority attention.
- No single statistics report will give you everything you want to know about injury and illness. Various reports will be necessary (e.g. monthly summary report, annual summary report, etc.).



Records and Statistics

To get a reasonable picture of the injury/illness history and trends for your workplace, basic statistics in the form of counts and rates are required.

Incident/Accident records are a good source for generating statistics. The UBC Centralized Accident/Incident Reporting System ([CAIRS](http://www.cairs.ubc.ca)) database (www.cairs.ubc.ca) allows administrators access to retrieve relevant statistics, however you must be granted administrator access first.

To obtain administrator access to CAIRS:

1. In order to be granted administrator access to CAIRS, you must first complete the “*Accident/Incident Reporting & Investigation Training*”, which can be found at: <http://rms.ubc.ca/training-and-general-education-courses/safety-programs-training/>.
2. Once training has been completed, visit www.cairs.ubc.ca. Click on the “*Administrator Login*” button at the bottom.
3. Click the link “*If you require administrative access to CAIRS, click here*”.
4. Log in with your CWL.
5. Complete the form and submit. Follow instructions in the follow up email.
6. RMS will follow up with you, regarding granting access.

Once given access as an administrator, follow these steps to retrieve statistics:

1. Log in using CWL account
2. Select “*Statistics*” from the homepage ribbon
3. Apply/select “*Data Filters*” for appropriate Date Range and Organization Filters
4. Select either “*JOHSC Statistics*”, “*Incident Report*” or “*Outstanding Corrective Actions*”
5. Retrieve statistics and save/print reports for Committee review



Workplace Inspections

Effective health and safety inspections in the workplace are one of the most important incident/accident prevention tools in a company's health and safety program. Through critical examination of the workplace, inspections identify and record hazards and corrective action.

Supervisors are required to regularly inspect their areas to ensure that unsafe conditions or practices are discovered and eliminated or controlled. The LST or JOHSC member is responsible for conducting inspections in their area of responsibility. It is important to note that an inspection program takes planning, and preparation. For inspectors to do a good job, they must receive proper training in regards to safety requirements and what to look for. There should also be a guidance system in place to maintain consistency of inspections. Information regarding workplace inspections can be found on the [Risk Management Services website \(rms.ubc.ca\)](http://rms.ubc.ca).

Occupational Health and Safety Regulation, Workplace Inspections, Section 3.5 General Requirement

Every employer must ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions.

LSTs are responsible for developing an inspection plan that ensures that their entire area of responsibility is regularly inspected within one calendar year. It is the responsibility of the JOHSC to review the inspection plans to ensure frequency of inspections is appropriate to the hazard level. Any identified deficiency that requires follow-up should be assigned to relevant management for delegation to proper personnel with a completion date and a follow-up. Inspections should follow the inspection templates provided.

The completed inspection checklists are reviewed by the LST and then submitted to the JOHSC for review. Important items should be highlighted for further follow-up.

WC Act, Section 130 Duties and functions of a joint committee

A joint committee has the following duties and functions in relations to its workplace:

- (h) to ensure that accident investigations and regular inspections are carried out as required by this Part and the regulations.



Accident/Incident Investigations

Preliminary and Full Investigations

The WC Act (section 175) requires Preliminary Investigations to occur within 48 hours of the incident/accident. The purpose of the Preliminary Investigation is to provide documentation on how the area was secured and/or the measures taken to ensure the work area has been made safe. A Full Investigation (section 176) is to be completed within 30 days of the incident/accident. The purpose of the Full Investigation is to determine the root causes of the incident/accident and to ensure proposed corrective actions are completed or a plan for completion has been developed (including responsible individuals and time-lines).

JOHSC and LST Responsibilities for Incident/Accident Investigations

The JOHSCs are accountable for reviewing all incident/accident investigation reports that occur within their area of responsibility. LSTs will provide assistance by participating in and reviewing incident/accident investigations (see sample Incident Investigation). In situations where an LST is not established, the JOHSC will be responsible for these duties.

WC Act, Section 130 Duties and functions of a joint committee

A joint committee has the following duties and functions in relations to its workplace:

- (i) to participate in inspections, investigations and inquiries as provided in this Part and the regulations.



Education/Training Courses

For a JOHSC to function effectively, members must be properly educated and trained. Education and training should cover the information members require to assist in creating a safe and healthy workplace.

Educational Needs Assessment

All JOHSC members are required to have new member safety training. Before additional education decisions are made, each member's individual needs should be assessed.

New Member Training

As of April 3, 2017 a new section (3.27) of the OHSR requires new JOHSC members to receive at least 8 hours of initial training on their role as a JOHSC member in addition to the 8 hours of entitled annual educational leave. This training is expected to take place within six months of becoming a part of the JOHSC and will be provided by Risk Management Services.

As of April 3, 2017 the instruction and training for new Committee members includes:

- Duties and functions of a Committee
- Rules of procedure of the Committee as established under or set out in section 131 of the WC ACT
- The requirements regarding investigations under sections 173 to 176 of the WC ACT
- The requirements pertaining to inspections under sections 3.5, 3.7, and 3.8 of the OHSR and how to make regular inspections under section 3.5 of the OHSR
- The requirements regarding refusal of unsafe work under section 3.12 of the OHSR
- The requirements pertaining to the evaluation of Committees under section 3.26 of OHSR

Training Records

As of April 3, 2017 the **employer** must maintain the training records for a minimum of two (2) years from the date the member ceases to be a member of the Committee. The JOHSC should also keep records of committee member training using the JOHSC Training Requirements Form.

Annual Educational Leave

The annual education plan for each Committee member will depend on the educational needs identified. New Committee members may require more generalized training in the operation of the Committee or duties and functions, whereas members who already have this knowledge might take more advanced training in areas such as workplace inspections, accident investigations, hazard awareness or risk assessment. Training is subject to approval by the JOHSC as well as employer approval for workplace relevance, training dates and associated costs.

WC Act, Section 135 Educational Leave

- (1) Each member of a joint committee is entitled to an annual educational leave totaling 8 hours, or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses conducted by or with the approval of the Board.
- (2) A member of the joint committee may designate another member as being entitled to take all or part of the member's educational leave.
- (3) The employer must provide the educational leave under this section without loss of pay or other benefits and must pay for, or reimburse the worker for the costs of the training course and the reasonable costs of attending the course.



Reaching Objectives

Communication

- The Committee is an important channel for employee input in the decision making process.
- The Committee should try to tackle smaller issues first. By looking at low cost issues that can be quickly and easily fixed, the Committee will make positive changes and gain credibility.
- Minutes should be prepared promptly and posted in a conspicuous place for all to see (e.g. a safety bulletin board within a common space or department website).
- Worker representatives should report back to employees who have made complaints or suggestions and keep in touch until the matter has been resolved.
- The employer representatives should report proceedings to management when necessary (see Committee Recommendation section).
- Worker representatives of a union should give a regular report at their local meetings and publish Committee activities in their newsletter.
- Communication avenues include:
 - Posting a list of member/alternate names and jurisdiction in areas such as common spaces or a department website
 - Posting meeting minutes
 - Posting WorkSafeBC inspection reports and incident investigation reports
 - Informal conversations
 - Meetings
 - Health and safety bulletin board

An Effective Committee

The effectiveness and credibility of both the Committee and the employer can be measured by results. The Committee itself is only an advisory body and only the employer representatives have the authority to translate the Committee's decisions into action. Such action should be taken promptly and the results posted throughout the place of employment.

If an employer decides against a Committee recommendation for good reasons, it should be made known to the employees along with a reasonable explanation. Failure to do so results in loss of credibility.

It is equally important that members do not attempt to bypass normal employer channels of supervision or control. It should be remembered that health and safety are part of the job and should be dealt with on the job. Reporting hazardous conditions and procedures and taking corrective action is a matter for immediate attention through normal channels. Do not wait until the next meeting.

The work of the JOHSC should supplement the employer's efforts and not attempt to be a substitute for them. The Committee should not attempt to assume any of the employer's legal and moral responsibilities and should overcome a "them and us" attitude to be effective.



Employer's Role

Employers who take health and safety in the workplace seriously and support the JOHSC will benefit the most. Fewer incidents, accidents and injuries – the likely result of an active JOHSC- can directly affect a company's profits.

Employers are responsible to protect the health and safety of their workers. Implementing a Health and Safety Program that complies with WCA and OH&S Regulations is required. In addition, the employer will:

- Ensure every employee (workers and supervisors) receives proper orientation, training and materials (PPE) for their job (track and record)
- Provide proper supervision and support to workers
- Support supervisors, safety coordinators, and workers in their health and safety activities
- Provide access to and proper signage for first aid procedures, equipment and supplies
- Ensure completion of regular workplace inspections and submit to JOHSC.
- Advise workers of hazards
- Investigate Incidents and Accidents and report within 3 days and provide the JOHSC with findings
- Review inspection reports and act on unresolved issues
- Address or implement any suggestions and recommendations made by the JOHSC and advise if any process changes pose new hazards
- Supply the resources required to facilitate a JOHSC meeting, including a note-taker to document the minutes of the meeting

Under the mandate of the Committee, the employer will make the following records and reports available to the Committee upon request:

- Incident investigation reports
- Corrective action reports
- Inspection reports
- OHS-related training records
- Company health and safety program
- Safe work policies and procedures
- Manufacturers' specifications
- First aid statistics
- Time-loss injury statistics

The employer will consider all requests made for documentation not specified within the rules of procedure.



Evaluation of the JOHSCs

As of April 3, 2017 the OHSR has been amended to include evaluation of JOHSCs. Section 3.26 (2) and (4) of the OHSR states that the employer must ensure that, with respect to each of the employer's joint committees, a written evaluation is conducted annually by the JOHSC co-chairs, a member or members of the JOHSC designated by the co-chair, the employer or a person retained by the employer. The co-chairs' input must be obtained and considered if the employer or a person retained by the employer is conducting the evaluation.

RMS will have a safety program trainer/auditor who will provide occupational health and safety education and training as well as provide annual reviews for all JOHSCs.

As per Section 3.26 (3) of the OHSR, the evaluation tool must contain, but is not limited to, the following information:

- (a) JOHSC met the membership requirements under section 127 (a) to (d) of the WC Act,
- (b) Worker representatives on the JOHSC were selected in accordance with section 128 of the WC Act,
- (c) Employer representatives on the JOHSC were selected in accordance with section 129 of the WC Act,
- (d) The JOHSC fulfilled each of its duties and functions under section 130 of the WC Act,
- (e) The JOHSC met regularly as required under section 131 (2) of the WC Act,
- (f) The employer met the requirements under section 133 of the WC Act in respect to the written recommendations sent to the employer by the JOHSC with a written request for a response from the employer, if any,
- (g) Each member of the JOHSC received the time off from work the member is entitled to receive under section 134 of the WC Act,
- (h) Each member of the JOHSC attended the occupational health and safety trainings the member was entitled to attend under section 135 of the WC Act,
- (i) The employer provided the JOHSC with equipment, premises, clerical personnel and information the employer was required to provide under section 136 of the WC Act,
- (j) The JOHSC prepared minutes of its meetings and provided copies to the employer as required under section 137 (1) of the WC Act,
- (k) The employer met the requirements of posting and keeping posted Committee information as set out in section 138 of the WC Act,
- (l) Each member of the joint committee received the instruction and training the employer was required to ensure was provided to the member under section 3.27 of the OHSR.

Additionally, the evaluation will assess the effectiveness of the JOHSC's Terms of Reference (rules of procedures) as established under section 131 (1) of the WC Act and it will assess the overall effectiveness of the JOHSC.

The evaluation report must be provided to the employer and the JOHSC. Upon receiving the evaluation report, the JOHSC must discuss the evaluation at the JOHSC meeting immediately and recorded this in the meeting minutes. The JOHSC may respond to the evaluation using the existing powers and procedures set out in the WC Act, such as making recommendations to the employer under sections 130 (d) and 133.

References/Useful Resources

- [Occupational Health and Safety Regulation](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-01-definitions)
(<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-01-definitions>)
- [Risk Management Services](http://www.rms.ubc.ca)
(www.rms.ubc.ca)
- [UBC Centralized Accident/ Incident Reporting System \(CAIRS\)](http://www.cairs.ubc.ca)
(www.cairs.ubc.ca)
- [UBC Human Resources- Ergonomics](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/)
(www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/)
- [UBC Policy #7](http://www.universitycounsel.ubc.ca/files/2010/08/policy7.pdf)
(www.universitycounsel.ubc.ca/files/2010/08/policy7.pdf)
- [Workers Compensation Act](http://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/workers-compensation-act)
(www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/workers-compensation-act)
- [WorkSafeBC](http://www.worksafebc.com)
(www.worksafebc.com)
- [WorkSafeBC Joint Occupational Health and Safety Committee Foundation Workbook](https://www.worksafebc.com/en/resources/health-safety/books-guides/joint-occupational-health-and-safety-committee-workbook?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3DFoundation%2520Workbook%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D)
(<https://www.worksafebc.com/en/resources/health-safety/books-guides/joint-occupational-health-and-safety-committee-workbook?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3DFoundation%2520Workbook%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>)



Conclusion

The attitudes of employers, employees, and unions are critical to the success of the Committee. Key ingredients are a strong commitment by the employer expressed in policies, procedures, and actions as well as the interest and involvement of the workers.