**Joint Occupational Health & Safety Committee Appointment of Worker and Employer Representatives**

The Committee, known as the {insert Committee name} Joint Occupational Health & Safety Committee (JOHSC) is responsible for all health and safety issues within {insert location(s)/ Department}.

**Committee Membership**

Each JOHSC must have the following:

1. A minimum of 4 members;
2. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
3. At least half of the members must be worker representatives; and,
4. Two co-chairs, one selected by the worker representatives and one selected by the employer representatives.

*\*Quorum for the meeting is achieved when the requirements for bullets (a) to (c) above are met. Quorum is required for voting within the JOHSC.*

*\*Occasionally, with the approval of the co-chairs, the Committee may invite guests to provide information, training or consulting; they will be considered as a non-voting resource.*

*\*All appointments to the Committee shall be for a period of two (2) years. Any member may be reappointed to the Committee following their initial term.*

Selecting Employer Representatives

The Dean/Managing Director/Administrative Head of Unit shall appoint the employer (management representatives. The representatives must exercise managerial functions at the workplace where the Committee is established.

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| **Name of Employer Representatives** | **Name of Employer Alternate** | **Management Area Represented** |
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Selecting Worker Representatives

The selection of Faculty and Staff Worker ***representatives and alternates*** shall be completed in accordance with Section 128(1) of the Workers Compensation Act

1. The worker representatives on the Committee must be selected from workers at the workplace who do not exercise managerial functions at that workplace, as follows:
2. If the workers are represented by one or more unions or associations, the worker representatives are to be selected according to the procedures established or agreed on by the union (s) or association(s);
3. If none of the workers are represented by a union, the worker representatives are to be elected by secret ballot;
4. If some of the workers are represented by one or more unions and some are not represented by a union, 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;
5. 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.

Where the selection of JOHSC representatives are written in respective Collective Agreements, defer to the process outlined.

Efforts should be made to ensure all major work groups or areas are represented on the JOHSC. Refer to the list below to ensure that representatives are selected if they are included in your JOHSC work area.

* AAPS
* BCGEU
* CUPE 116
* CUPE 2278
* CUPE 2950
* Faculty Association
* IUOE 882
* Non Union Technicians & Research Assistants and Farm Workers

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| **Name of Worker Representatives** | **Name of Worker Alternate** | **Area/Association/Union Represented** |
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