



ELEMENT 14

JOINT OCCUPATIONAL HEALTH COMMITTEE



14.1 Joint Occupational Health Committee Policy

Acres recognizes the need for the value of health and safety committees. Acres is committed to cooperating with the Joint Occupational Health Committee and or representative's decisions and recommendations. Acres will support the operation of the committee and or representatives by providing:

1. Occupational Health and Safety Training for committee members and or representatives.
2. Management representatives or members.
3. Access to relevant records and statistics.
4. Facilities for meetings.
5. Time for worker representatives/members to attend meetings, inspections and investigations.
6. Employee access to minutes of safety committee meetings.
7. Reply in writing to committee recommendations.

Acres is of the belief that the experiences of all employees are equally important when determining the outcome of a good safe work environment, as per applicable government Occupation Health and Safety Regulations.

Anyone wishing to share safety concerns in the committee meeting is encouraged to talk to any member of the committee.

We have committed to creating a safe work environment for all employees. This is done, in part, by keeping the lines of communication open and allowing employees to recommend actions that will help improve the efficiency of our health and safety program.

Jason Paige, President

14.2 Joint Occupational Health Committee

Workers and employers share equal concern in preventing accidents and ill health arising out of conditions in the workplace. The intent of the Occupational Health Committee is to enhance the ability of workers and employers to resolve health and safety concerns reasonably and cooperatively.

All Occupational Health Committees shall receive training as per applicable guidelines and regulations.

The specific objectives of the Occupational Health Committee include:

- a) Assist workers and employers to identify record, examine, evaluate and resolve health and safety concerns rose in the workplace.
- b) Develop practical procedures and safe work conditions to help achieve the highest possible degree of health and safety in the workplace; and
- c) Promote education and training programs to develop detailed knowledge of health and safety concerns and responsibilities in each individual in the workplace.

14.2.1 Committee Size

The employer may be represented on the committee by as many members as he wishes up to the usual limit of twelve, and the number of the employer members must not exceed the number of worker members.

The total number of worker members shall not be less than two and usually not more than eight.

Meets: Monthly

Reports to: Senior Management.

Documents minutes of meetings using: Occupational Health Committee Meeting Minutes form.

14.2.2 Worker Members

In a unionized workplace, worker members of the Occupational Health and Safety Committee should be selected in accordance with the constitution of the appropriate union. In a non-unionized workplace, the employer shall conduct a general meeting and delegate one or more workers not connected with management to coordinate election procedures. The election shall be conducted in accordance with recognized democratic practices.

No employer or worker shall attempt to influence the appointment or election of the others party's members.

14.2.3 Term of Office

The term of the Committee members shall normally be three years. Members are eligible for re-election. Each member shall hold office until his/her successor is selected.



14.2.4 Posting of Members Names

The names of Committee members shall be posted in a prominent place along with the scheduled meeting dates of the committee, and any guidelines or rules which the committee may adopt.

14.2.5 Ex- Officio Members & Advisors

There shall be no ex-officio members of the Occupational Health Committee, but the committee may invite persons to attend in an advisory or observer capacity.

14.2.6 Construction Sites or Other Projects JOHSC

Where a Committee is required on a construction site or other project, the General/Prime Contractor shall coordinate the formation of the Occupational Health Committee with representation on the committee from various crafts/trades and sub-contractors.

14.2.7 Co- Chairpersons

There shall be two co-chairpersons chosen for each Occupational Health Committee, one co-chairperson shall be chosen from and by the employer members, and one co-chairperson shall be chosen from and by the worker members. The co-chairperson shall participate to an equal extent as any other member in the discussions and decisions of the meeting.

The Committee will have co-chairs

1. Worker representatives will select one co-chair and employer representatives will select one co-chair.
2. The co-chairs shall:
 - a. Control the meetings and take turns chairing the meeting.
 - b. Ensure the maintenance of an unbiased viewpoint.
 - c. Arrange the agendas.
 - d. Review previous minutes and material prior to the meetings.

14.2.8 Rotation

The co-chairpersons shall alternate chair from meeting to meeting, giving equal opportunity to each.

14.2.9 Meetings

The meetings of the Occupational Health Committee shall be used to study the requirements and intent of the Occupational Health and Safety Legislation, Regulations and Codes of Practice. The committee shall meet monthly.

14.2.10 Notification of Meetings

All Committee members shall be individually notified at least three days in advance of all regular Committee meetings. The place and time of each regular Committee meeting and its agenda shall be posted in a prominent place.

14.2.11 Meeting Place, Time and Quorum

A meeting place shall be made available by the employer during regular working hours. The quorum for meetings shall consist of half of the employer members and one half of the worker members.

14.2.12 Minutes

Minutes of all Occupational Health Committee meetings are required. Minutes consisting of matters relating to receipt and disposition of health and safety concerns and other important considerations, shall be recorded on Acres Joint Occupational Health Committee Minutes Form.

14.2.13 Minutes Circulation

When signed by both Joint Occupational Health Committee co-chairperson, the employer shall forward one complete copy of the minutes within 5 days to:

1. Committee members
2. Committee Files
3. Senior Management
4. Field Superintendents, supervisors, foreman and leads.
5. Post on Health and Safety Bulletin Board

14.2.14 Production of Minutes

Facilities for the production and maintenance of minutes and records shall be made available by the employer.

14.2.15 Discrimination

Regulations indicate that health and safety functions and activities are deemed to be service performed in the course of employment. The Regulations prohibit discrimination for such activities. The Regulations also prescribe a procedure the remedying alleged discriminatory action. Persons affected should consult the Regulation for description of their legal rights.

14.3 Responsibilities of the Committee

The responsibilities of the Joint Occupational Health Committee include but not limited to:

1. Identifying situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
2. Consider and exponentially deal with complaints relating to the health and safety of workers.
3. Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
4. Make recommendations to the employer and the workers for improvement of the occupational health and safety and occupational environment of workers in writing.
5. Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the WCB Act and Regulations and monitor the effectiveness.
6. Advise the employer on programs and policies required under the regulations for the workplace and monitor the effectiveness.
7. Advise the employer on proposed changes to the workplace or the work processes that may affect the health and safety of workers in writing.
8. Ensure that accident investigations and regular inspections are carried out as required by the WCB Act and Regulations.
9. Participate in scheduled inspections, investigations and inquires as provided in the WCB Act and regulations.
10. Conduct yearly evaluation on the effectiveness of the committee.
11. Carry out any other duties and functions prescribed by regulation.

14.4 Constituency

The Joint Occupational Health Committee will:

1. Have at least four (4) members unless otherwise required.
2. Consist of elected employee representatives and designated employer representatives.
3. Have employee representatives as at least half the members; and;
4. Have two (2) co-chairs, one selected by the worker representatives and the other selected by the employer representatives.

14.5 Functions

The JOHS Committee shall be the principal forum for joint labour-management consultation on, and the development of solutions to, health and safety problems in the workplace. To achieve these functions the

JOHS Committee will be responsible for the following:

1. Make recommendations for the establishment and enforcement of health and safety policies and practices in writing to senior management.
2. Participate in the identification of hazards to health and safety policies and practices.
3. Obtain information from the employer and from such other sources as necessary regarding the identification of existing or potential dangers to health and safety at the place of employment.
4. Advise on and promote health and safety programs for the education and information of the employer and employees.
5. Receive, consider and, where necessary, investigate complaints respecting health and safety of employees at the place of employment and make necessary recommendations to the employer.
6. Maintain records regarding complaints received and the resolution of those complaints.
7. Where applicable, review the information resulting from monitoring and measuring procedures, and where necessary make recommendations to the employer.
8. Participate in inspections at places of employment concerning the health and safety of workers.

14.6 Records

The Committee will keep accurate records of all matters that come before it and ensure that those minutes are shared and communicated with all workplace staff.

JOHSC written recommendations to the employer must be kept on file for a period of not less than 7 years.

14.7 Acres JOHSC Meetings

1. The Committee will meet once every month during working hours.
2. Special meetings, if required, will be held at the call of the co-chairs.
3. A quorum shall consist of a majority of members, provided at least half of the members are worker representatives.
4. The Committee will add procedures it considers necessary for the meetings.
5. Each member of a joint committee is entitled to 8 hours annual educational leave to attend occupational health and safety training courses conducted by or with the approval of WorkSafeBC.

14.8 Agendas & Minutes

1. An agenda will be prepared by one of the co-chairs and distributed to members prior to the meeting.
2. Minutes will be prepared as soon as possible after the meeting and will be sent to all the participants and the employer prior to the next meeting. Approved minutes of the three most recent meetings will be posted in the lunchroom where workers may read them.
3. Copies of minutes and reports will be kept on file for a period not less than seven years and will be made available to the Joint Occupational Health Committee members, workers of the employer, officers and other persons authorized by WorkSafeBC.

14.9 Committee Evaluation

An effective Joint Occupational Health & Safety Committee provides a way for workers and the employer to work together to identify and find solutions for health and safety problems in the workplace. As of April 2017 WorkSafeBC, has implemented a change in legislation to properly evaluate a committee's effectiveness in the workplace.

The evaluation tool includes questions to address all the information required by section 3.26 of the regulation. This tool sets out the legal requirements for committees, as well as provides guidance on how an effective committee will meet legal requirements and suggestions for continued improvement.

Acres shall conduct a written evaluation of its JOHSC annually.

14.10 Employers Obligations & Responsibilities

The employer must provide the JOHSC with the equipment, premises and clerical personnel necessary for the carrying out of its duties and functions.

The employer must respond in writing to the JOHSC within 21 days of receiving a request of either acceptance of a recommendation, or the reasons for not accepting a recommendation the JOHSC has submitted.