

Example

Joint Health and Safety Committee Terms of Reference

1. Name of health and safety committee

(A name is reference for identification where there are other committees in the organization.)

The committee shall be known as the Head Office Joint Health and Safety Committee.

2. Constituency

(Identify the parts of the operation or the group or groups of workers represented by the committee.) For example:

Employer Representative #1	Purchasing Department; Shipping/Receiving Department
Employer Representative #2	Parking Lot; Executive Offices
Worker Representative #1	Reception Works Yard
Worker Representative #2	Warehouse Security Department

3. Purpose of the Committee

It is a joint committee made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety and health program in the place of employment.

4. Duties and Functions of the Committee

- (a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- (b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- (c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- (d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness.
- (e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness.
- (f) Advise the employer on programs and policies required under the Regulation for the workplace and monitor their effectiveness.
- (g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- (h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- (i) Participate in inspections, investigations and inquiries as provided by the Regulation.

- (j) When necessary, request information from the employer about:
 - (i) Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
 - (ii) Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- (k) Carry out any other duties and functions prescribed by the Regulation.

5. Records

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least 2 years from the date of the joint health and safety committee meeting to which they relate. (Note first aid records should be kept for at least 10 years; education and training related records should be kept for at least 3 years after the training session.)

6. Meetings

- (a) The committee will meet monthly on the (_____) working day of each month.
- (b) Special meetings, if required, will be held at the call of the co-chairs.
- (c) A quorum shall consist of a majority of members (_____).
- (d) The committee will add procedures it considers necessary for the meetings.

7. Agendas and Meeting Reports

- (a) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- (b) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, Joint Health and Safety Committee members, workers and the Workers' Compensation Board.
- (c) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible.

8. Composition of the Committee

- (a) The committee shall consist of _____ members.
- (b) One worker representative will be elected from each of the following areas or unions (list areas or unions).
- (c) One employer representative will be appointed from each of the following areas (list areas).

9. Co-chairs

- (a) The committee will elect co-chairs from its membership.
- (b) The worker representatives shall select a co-chair.
- (c) The employer representatives shall select a co-chair.
- (d) The co-chairs shall:
 - (i) Control the meetings
 - (ii) Ensure the maintenance of an unbiased viewpoint
 - (iii) Arrange the agendas
 - (iv) Review previous meeting reports and material prior to the meetings
 - (v) Arrange for the meeting place
 - (vi) Notify members of meetings
 - (vii) Prepare meeting agendas
 - (viii) Prepare meeting reports

- (ix) Forward a copy of meeting reports to the employer for distribution
- (x) Prepare recommendation(s) and forward to the employer for a response
- (xi) Prepare all correspondence

10. Terms of Office

- (a) Committee members will sit on the committee for _____ years. (Note committees are more effective if terms of office overlap for committee members. This allows a mix of new and experienced committee members on the committee, even after elections).
- (b) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- (c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- (d) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

11. Recommendations to the Employer will Meet These Guidelines:

- (a) Directly related to health and safety.
- (b) Complete (employer will not need more information to make a decision).

12. Assistance in resolving disagreements within committee If the joint health and safety committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a co-chair of the committee may report this to the Workers' Compensation Board, which may investigate and attempt to resolve the matter.

13. Amendments

These terms of reference may be amended by vote of the committee members.