

**Policy & Procedure Manual**

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**HEALTH AND SAFETY REPRESENTATIVES/JOINT  
OCCUPATIONAL HEALTH AND SAFETY  
COMMITTEE – HR-XI-16**

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**POLICY:**

OPTIONS NORTHWEST is committed to and endorses Joint Occupational Health and Safety Committees (JOHSC) and worker Health and Safety Representatives.

**PURPOSE:**

1. To ensure legislative compliance.
2. To encourage and empower workers to participate in the health and safety program initiatives.
3. To provide an avenue for health and safety concerns to be addressed thereby decreasing the likelihood that issues will remain outstanding.

**PROCEDURE:**

1. Each work area will have a worker Health and Safety Representative or a JOHSC, as per the Occupational Health and Safety Act.
2. Composition of a Joint Occupational Health and Safety Committee:
  - a) Work areas with 20 or more workers must have a Joint Health and Safety Committee. In work areas with less than 50 workers, the Act requires a committee to have a minimum of 2 members. At least half the members shall be workers employed at the workplace who do not exercise managerial functions.
  - b) At least one member of the Committee representing the employer and at least one member representing the workers will be certified.

**Work Area Health and Safety Representatives:**

Work areas with more than 5 but fewer than 20 workers will have a Health & Safety Representative chosen by the workers or trade union.

3. Selection of Worker Representatives and Joint Occupational Health and Safety Committee members:

The members of a committee who represent workers shall be selected by the workers they are to represent and if a trade union or unions represent the worker, the representative must be chosen by that union.

If no worker is selected as noted above, then the employer shall perform the functions until a person is selected.

The employer shall select the remaining members of the Committee from persons who exercise managerial functions for the employer.

Two members of the Committee shall co-chair the Committee. The worker co-chair shall be selected by the members who represent workers and the management co-chair shall be appointed by the Executive Director.

3. Posting of Representative/Committee Member Names and Work Locations:

Annually, the Coordinator, Health and Safety, will compile a list with the names and work locations of work area Health and Safety Representatives and JOHSC members, and it will be circulated to each work location for posting in a conspicuous place along with the responsibilities, powers and training information for such employees.

4. Joint Occupational Health and Safety Committee Terms of Reference:

All OPTIONS' Joint Occupational Health and Safety Committees shall operate under the committee terms of reference, which shall be posted in all work locations requiring such committees.

The terms of reference must include the following:

- i. purpose
- ii. committee functions
- iii. selection/membership
- iv. quorum
- v. co-chairs
- vi. meeting frequency, agenda and minutes
- vii. responsibilities and powers of committee members
- viii. selection, certification of committee members
- ix. functions, duties, powers of certified members
- x. recommendations
- xi. roles, responsibilities of co-chairs and members
- xii. training

5. Recommendations from Joint Occupational Health and Safety Committee/Worker Health and Safety Representatives:

Recommendations will be made according to the policy titled: Recommendations from Joint Occupational Health and Safety Committee/Worker Representative.

6. Training for Joint Occupational Health and Safety Committee members and Health and Safety Representative:

All Joint Occupational Health and Safety Committee members and health and safety representatives will receive training in the roles and responsibilities under the Occupational Health and Safety Act including how to conduct inspections and any other training relevant to their functions. Training will be provided by the Co-ordinator, Health and Safety, or other sources, as determined appropriate. Representatives and committee members will have opportunity on an annual basis to review and make recommendations on health and safety policies/procedures, review agency statistical information and discuss health and safety related information.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

**ORIGINAL POLICY DATE:** August 2003

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**



