

# Joint Health & Safety Committee Policy



## **PURPOSE**

[Company Name] (“the Company”) recognizes that a safe and healthy work environment is vital to the well-being of employees, contractors, and visitors. This Policy establishes a Joint Health & Safety Committee (JHSC) or equivalent worker-management safety body in accordance with applicable occupational health and safety (OHS) legislation. The Committee’s role is to identify workplace hazards, make recommendations to improve health and safety, and foster collaboration between management and workers to promote a culture of safety.

## **SCOPE**

This Policy applies to all full-time, part-time, contract, and casual employees of the Company who are covered under the occupational health and safety legislation in their province/territory of work or by federal regulations if they work in a federally regulated sector. In the event of a conflict between this Policy and local legislation, the greater right or benefit to the employee will apply.

## **DEFINITIONS**

- **“Joint Health & Safety Committee (JHSC)”**: A group of worker and management representatives who meet regularly to address health and safety issues, conduct inspections, and recommend measures to reduce workplace hazards.
- **“Member”**: An individual appointed or elected to serve on the JHSC, representing either the workers or management.
- **“OHS Legislation”**: Applicable provincial, territorial, or federal occupational health and safety statutes and regulations that govern workplace safety requirements.

## **COMMITTEE STRUCTURE & SELECTION OF MEMBERS**

### **1. Composition:**

- The JHSC will be composed of both worker and management representatives, with at least half of the Committee representing workers, or as required by local OHS legislation.
- Worker representatives may be elected by their peers or selected according to a process consistent with applicable legislation or collective agreements.

- Management representatives will be appointed by the Company.

#### 1. **Term of Office:**

- Committee members typically serve for a defined term (e.g., 1–2 years) and may be reappointed or re-elected.
- Vacancies occurring before the end of a term will be filled as soon as reasonably practicable.

## **ROLES & RESPONSIBILITIES**

#### 1. **Co-Chairs:**

- The Committee will have two co-chairs: one representing management and one representing workers.
- Co-chairs will preside over meetings, set agendas, and ensure Committee actions are followed up.

#### 1. **Worker Representatives:**

- Identify and address worker health and safety concerns, bringing forward issues raised by employees.
- Participate in workplace inspections and investigations, where permitted by legislation.

#### 1. **Management Representatives:**

- Facilitate the implementation of Committee recommendations, ensuring compliance with Company policies and OHS legislation.
- Provide information regarding workplace hazards, control measures, and relevant policies or procedures.

#### 1. **Committee Members (General):**

- Attend and actively participate in JHSC meetings.
- Review incident reports, inspection results, and hazard assessments.
- Make recommendations to reduce or eliminate identified hazards.
- Promote safety awareness and safe work practices among employees.

## **MEETINGS & RECORD-KEEPING**

- **Frequency:** The JHSC will meet at least once every [X months] or as mandated by local legislation (e.g., monthly or quarterly).
- **Agenda & Minutes:** Co-chairs will develop an agenda before each meeting. The designated secretary or co-chair will record meeting minutes, including attendance, issues discussed, and action items.
- **Posting & Distribution:** A copy of the meeting minutes will be posted in a visible location (e.g., a safety board) and distributed as required by law or Company policy.
- **Quorum:** A quorum will typically require at least half of the Committee members, including at least one management and one worker representative, or as specified by legislation.

## **INSPECTIONS & INVESTIGATIONS**

- **Workplace Inspections:** Committee members, particularly worker representatives, may participate in regularly scheduled workplace inspections, identifying hazards and recommending corrective actions.
- **Incident Investigations:** In the event of a serious incident, select Committee

members may be involved in investigations, reviewing root causes, and recommending preventive measures.

- **Follow-Up:** The Committee will monitor corrective actions to ensure hazards identified during inspections or investigations have been effectively addressed.

## TRAINING & RESOURCES

- **Member Training:** The Company will provide or facilitate any legislatively required training for Committee members, such as OHS committee certification or relevant safety courses.
- **Access to Information:** The Company will provide the JHSC with relevant safety documents, incident records, and any necessary data related to workplace health and safety.
- **Additional Resources:** The Company will allocate reasonable resources (e.g., time, materials) to enable the Committee to perform its functions effectively.

## CONFIDENTIALITY

- **Privacy of Individuals:** Committee members will respect the confidentiality of personal or medical information disclosed during incident reports or investigations, sharing only what is required to address safety concerns.
- **Sensitive Company Information:** Committee members will not disclose proprietary or confidential business information unless necessary for OHS compliance or required by law.

## NON-RETALIATION

The Company strictly prohibits retaliation against any employee who reports a hazard, cooperates with the JHSC, or exercises their safety-related rights. An employee's job status, benefits, or opportunities with the Company will not be jeopardized because they raised or reported safety concerns.

## POLICY ADMINISTRATION

The [HR Department/Designated Manager/Safety Officer] is responsible for:

- Ensuring the JHSC is established and maintained in compliance with OHS legislation.
- Providing the Committee with resources and support to carry out its responsibilities.
- Staying informed about legislative changes and updating this Policy accordingly.

[Company Name]

Effective Date: [Insert Date]

Authorized by: [Name, Title]

Date: [Signature Date]

### How to Use This Template

1. **Adapt and Customize:** Tailor the policy language to your organization's structure, and adjust the JHSC composition, meeting frequency, and responsibilities to match local OHS requirements.
2. **Review with Legal Counsel:** Confirm that the policy complies with applicable occupational health and safety legislation in your province/territory or at the federal level.
3. **Communicate to Employees:** Publish the policy in a visible area (e.g., safety board, intranet) and ensure managers, supervisors, and JHSC members understand

their roles.

## **Table of Jurisdictional Differences**

OHS legislation across Canada requires workplaces of a certain size or risk level to form a Joint Health & Safety Committee. The exact size, selection process, and duties can vary. Always consult current provincial/territorial or federal OHS legislation for precise requirements.