## JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC) POLICY

[Organization Name] is committed to ensuring the health and safety of its employees. In pursuit of that, [Organization Name] will abide by all provincially outlined legislation for the province of British Columbia as established by the *Workers Compensation Act* and WorkSafeBC*.* Further, [Organization Name] recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

POLICY

Where the number of employees within [Organization Name]’s workforce falls is greater than 20 for longer than a month, the company will ensure that the Joint Occupational Health and Safety Committee (JOHSC) is put into place.

The committee will be made up of both worker and management employees, who work together to ensure the safety of workers. The minimum number of members for a committee is four and at least half of the members must be representatives of the employees.

Any time spent by the JOHSC on health and safety duties is considered to be work-time and the members will be reimbursed for their time as per their regular hours of work.

Selection of JOHSC Members

Worker representatives cannot hold management positions at [Organization Name]. As per Section 34 of the *Workers Compensation Act.* They must be selected by the employees using secret ballots, unless there is a union that lays out a different voting process.

Employer representatives must be in management positions and are selected by the organization.

In addition, there needs to be two designated co-chairs on the committee with one selected by the employer representatives and one by the employee representatives. The co-chairs have a variety of roles including controlling meetings, handling, reviewing and preparing reports and choosing JOHSC members who will participate in investigations when asked by the employer.

Training

[Organization Name] will ensure all new JOHSC members are provided with leave to attend eight hours of occupational health and safety training to learn about their duties and functions, accident and incident investigations, and work refusal requirements. This training will be completed at [Organization Name]’s expense so that the employee is able to complete their duties as a JOHSC member. This training is considered to be work time and the representative will be paid for their time spent training.

Powers of the Joint Health and Safety Committee

The health and safety representative has the following duties and powers, similar to that of the JOHSC:

* Identify unhealthy or unsafe situations in the workplace and advise on solutions
* Deal with health and safety complaints from workers promptly
* Obtain feedback from workers and the employer about the work environment and its hazards
* Make safety improvement recommendations to the workers and the employer
* Advise the employer about programs and policies they require and monitor the effectiveness of these programs; and on workplace changes required for machinery/equipment and work processes that affect the health or safety of workers
* Make sure accident investigations are carried out according to procedure
* Participate in inspections, investigations and inquiries, including employer incident investigations and work refusals
* Complete regular safety inspections of the workplace as required

Meetings

Meetings of the JOHSC will occur each month. [Organization Name] will provide time away from regular job duties to all JOHSC members to attend and prepare for meetings, without any loss of pay. Members will take minutes at the JOHSC meetings which track issues and discussions. Reports from each meeting must be provided to the employer. [Organization Name] will keep copies of these reports easily accessible for at least two years so they can be made available to employees and WorkSafeBC if necessary.

Inspections

[Organization Name] will uphold its duty to complete regular workplace inspections of all workspaces at intervals that will prevent the development of unsafe working conditions. It will further ensure the participation of the JOHSC members in these workplace inspections, where feasible.

JOHSC Recommendations

The health and safety committee is responsible for providing recommendations regarding health and safety at [Organization Name].  Informal recommendations that can be actioned by the employer co-chair can be documented in the JOHSC meeting minutes. Formal written recommendations by the co-chairs must be sent to the employer by email and will be responded to within 21 days.

Evaluation of the JOHSC

A written evaluation of the Joint Occupational Health and Safety Committee must be conducted once per year to determine the effectiveness of the joint committee. A tool for the completion of this evaluation can be found on WorkSafeBC’s website.