## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) POLICY

[Organization Name] is dedicated to the health and well-being of all of its employees. To that end, [Organization Name] will adhere to all applicable provincial legislation in New Brunswick regarding employee health and safety as defined by the *Occupational Health and Safety Act and Regulations*. Additionally, [Organization Name] understands that it has the primary responsibility for health and safety on its premises as an employer.

POLICY

As [Organization Name]’s workforce exceeds 20 employees, a Joint Health and Safety Committee (JHSC) is required to ensure the health and safety of all individuals on the premises.

The size of the committee must consist of at least two people and must have an equal number of employer-chosen representatives and employee-chosen representatives. In other words, only half of the members of the JHSC may hold managerial/leadership duties and may be appointed by the organization. The other half of the committee members shall be non-managerial staff members who are chosen by the employees who do not exercise managerial functions.

The committee should be large enough to represent all employees’ concerns but not so large that it is difficult to manage. [Organization Name] and employees must agree on the number of members. As possible, [Organization Name] will ensure that a member of every department is represented.

\* Where the employer and employees cannot agree on the size of the committee, the Chief Compliance Officer may establish its size.

Co-Chairs

The employer and employee members of a committee shall elect a co-chair from their respective groups.

Functions of the JHSC

The following are the functions/duties of the committee under the *Occupational Health and Safety Act*:

1. make recommendations for the establishment and enforcement of policies involving health and safety practices;
2. participate in the identification and control of health and safety hazards at the place of employment;
3. inform employees, supervisors and the employer of existing or potential hazards at the place of employment and of the nature of the risks to their health and safety;
4. establish and promote health and safety programs for the education and information of the employer, supervisors and employees;
5. receive, consider and make recommendations to the employer or a supervisor regarding complaints respecting the health and safety of the employees at the place of employment;
6. maintain records respecting the receipt of, the consideration of, and recommendations respecting complaints;
7. provide updates on health and safety legislation and influence others to create and maintain health and safety practices;
8. obtain information from the employer respecting the identification of existing or potential hazards of conditions, tools, equipment, devices and machines at the place of employment;
9. carry out monitoring and measuring procedures by trained committee members where the Commission has determined there is a need for regular monitoring and measuring at the place of employment and has directed the committee to carry out such monitoring and measuring;
10. investigate any matters referred to above, including incidents and accidents in the workplace,
11. participate in all inspections, inquiries and investigations concerning the health and safety of employees, and in particular the investigation of any matter referred to in section 43 of the Act (serious injuries or death);
12. perform any other duties that
    1. the Commission may assign to a committee,
    2. may be assigned to a committee by agreement between the employer and the employees, or
    3. are prescribed by the Act or the regulations.

Making Recommendations

As referred to above, the JHSC has the power to make recommendations to [Organization Name] and request a response. Typically, this response must be provided within three to four weeks.

If the JHSC cannot agree on the resolution of an issue, they must contact a WorkSafeNB health and safety officer by calling 1 800 999-9775 or emailing compliance.conformite@ws-ts.nb.ca.

Training

In New Brunswick, all JHSC members are required to complete training that meets the requirements of the Regulations *and* which is provided by an approved WorkSafeNB provider. [Organization Name] will ensure that the members of the JHSC are trained on their health and safety responsibilities through a WorkSafeNB approved JHSC training provider within 12 months of joining the committee.

[Organization Name] will grant leave with pay to attend educational programs.

Committee Meetings

The JHSC will meet once per month, at minimum, unless the Commission has approved an application for an alternate meeting frequency. Minutes will be taken at each committee meeting on a form approved by the Commission. A copy of the minutes signed by the co-chairs of the committee must be kept available for WorkSafeNB upon request.

These minutes will be retained for a period of three years.

In the Event of an Injury or Death

The JHSC must be notified if:

* An injury results in:
  + Loss of consciousness
  + An amputation
  + A fracture other than a fracture to fingers or toes
  + A burn that requires medical attention
  + Loss of vision in one or both eyes
  + A deep laceration
  + Admission to a hospital facility as an in-patient
  + Death
* An accidental explosion or exposure to a biological, chemical or physical agent occurs in the workplace.
* A catastrophic event or equipment failure occurred in the workplace, and resulted or could have resulted in an injury.

The committee and a supervisor will be required to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved), and adhere to all steps as outlined in their training.

Compensation for Time

Any time spent by the members of the JHSC on health and safety duties is considered work time, and the committee members will be compensated for the time in accordance with normal working hours.

Additionally, the committee members will be compensated for any preparation time required to fulfill health and safety responsibilities.

Record-Keeping

The JHSC is required to maintain records of all inspections, recommendations, accidents, hazards, and other health and safety issues that come to their attention while performing their duties. These records must be provided to a WorkSafeNB health and safety officer upon request.

Posting Committee Members’ Names

[Organization Name] will post the names of the members of the committee, as well as their work departments and contact information, in an accessible location so that all employees are aware of who is on the committee. It will also ensure the minutes of the most recent committee meeting are posted in a prominent place.