Joint Health and Safety Committee
Terms of Reference

Note: A template version of this document is available on the JHSC collaboration Site under “Forms and Templates”
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1. Name of Joint Health & Safety Committee

The committee shall be known as Facility Name Joint Health and Safety Committee (JHSC).

2. Constituency

The JHSC will represent all BC Hydro Facility Name Employees headquartered at the Facility Name location.

List Employer and Worker Representatives here noting affiliation and area/worker group represented. (expand table as required)

<table>
<thead>
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<th>Employer Representative #1</th>
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<td>Affiliation (COPE, IBEW, Professional)</td>
<td>Area/ Worker Group</td>
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3. Structure

The Facility Name JHSC will:

- Be accountable to the Executive VP with majority of employees at Head Quarter.
- Highest ranking manager with the most employees at a site will be responsible for the JHSC function at the site
- Comply with Terms of Reference
- Adhere to Principles
4. **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, and recommend actions in support of compliance with the BC Occupational Health & Safety Regulation and improvement of the occupational safety and health program in the place of employment.

5. **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 workers for the improvement of the health and safety of workers and compliance with the regulations, and monitor their effectiveness.

e. Make recommendations to the employer on education programs promoting the health and safety of workers and compliance with the regulations, and monitor their effectiveness.

f. Advise the employer on programs and policies required under the regulations 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 regulations.

i. Participate in inspections, investigations and inquiries as provided by the regulations.

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 regulations.
6. Records
The JHSC will keep accurate records of all matters that come before it. The JHSC 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.)

7. Meetings
a. The JHSC 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 JHSC will add procedures it considers necessary for the meetings.

e. Meetings may be held by telephone or videoconference, provided each participant can hear all participants.

8. Agendas and Meeting Reports
a. An agenda will be prepared by the co-chairs and distributed to members one (1) week 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, JHSC members, workers headquartered at Facility Name and WorkSafeBC.

c. A copy of the report of each meeting will be posted promptly, in a place readily accessible to workers for whom this JHSC is responsible and also on the Joint Health & Safety Committee Collaboration site in Sharepoint for cross organization viewing and sharing.

d. The 3 most recent JHSC meeting reports will remain posted locally at the worksite.

e. The JHSC will maintain a reference archive of past minutes for a minimum of 2 years.

9. Requirements for JHSC Members
a. The JHSC shall consist of _________ members with the employer representation not being greater than the worker representation in number. Committees should consist of a minimum of four (4) members to a maximum of twelve (12) members. Membership should be representative of the Facility Name workforce.

b. At least one (1) worker representative will be elected from each of the following areas or unions that are located at that workplace: COPE, IBEW,
Professionals; more can be elected per affiliation to ensure proportional representation. The worker representatives on the joint committee must be selected from workers at the workplace who do not exercise managerial functions at that workplace. Union representatives must be selected according to union appointment.

c. One (1) employer representative will be appointed from each of the following areas (Managers, Workleader, Supervisor). The employer representatives on a JHSC must be selected by the employer from among persons who exercise managerial functions for the employer and, to the extent possible, who do so at the workplace for which the joint committee is established. Managers are defined according to their ability to hire, fire, discipline or recommend any of the above.

d. JHSC members are entitled to take time off from regular duties to perform JHSC functions. JHSC members are entitled to eight hours of training annually.

10. 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.

11. Terms of Office

a. JHSC members will sit on the committee for up to 3 years. Note: JHSCs are more effective if terms of office overlap for JHSC members. This
allows a mix of new and experienced JHSC members on the JHSC, even after elections.

b. If a member of the JHSC 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. Each committee member must attend a minimum of eight (8) committee meetings per year. For single constituent representation, assigned alternates must attend meetings when committee members are unable to attend. It is the responsibility of the committee member and alternate to obtain an update or briefing of issues and proposed agenda prior to the alternate attending the monthly meeting.

12. Recommendations to the Employer
   a. Recommendations are to be directly related to health and safety.
   b. Recommendations are to be reasonably capable of being done.
   c. Recommendations are to be complete (employer will not need more information to make a decision) and in writing.
   d. The employer has a responsibility to respond, in writing, to the written recommendation within 21 calendar days. There are typically three types of responses that could come from the employer: acceptance, with an outline of actions that will be taken, by whom and by when; rejection, with an explanation as to the rationale; and, delay, with an explanation as to the reasons for the delay and an indication of when the employer will respond.

13. Assistance in resolving disagreements within JHSC
   If the JHSC is unable to reach agreement on a matter relating to the health or safety of workers at the workplace the matter is to be raised by a co-chair to the appropriate level of internal company authority to achieve resolution. In the event that an issue cannot be resolved through the internal company escalation process, a co-chair of the committee may report this to WorkSafeBC, which may investigate and attempt to resolve the matter.

14. Amendments
   These terms of reference may be amended by vote of the JHSC members.