Handbook for Joint Health and Safety Committees

WorkSafeBC

About WorkSafeBC

At WorkSafeBC, we're dedicated to promoting safe and healthy workplaces across B.C. We partner with workers and employers to save lives and prevent injury, disease, and disability. When work-related injuries or diseases occur, we provide compensation and support injured workers in their recovery, rehabilitation, and safe return to work. We also provide no-fault insurance and work diligently to sustain our workers' compensation system for today and future generations. We're honoured to serve the workers and employers in our province.

Prevention Information Line

We provide information and assistance with health and safety issues in the workplace.

Call the information line 24 hours a day, 7 days a week to report unsafe working conditions, a serious incident, or a major chemical release. Your call can be made anonymously. We can provide assistance in almost any language.

If you have questions about workplace health and safety or the Occupational Health and Safety Regulation, call during our office hours (Monday to Friday, 8:05 a.m. to 4:30 p.m.) to speak to a WorkSafeBC officer.

If you're in the Lower Mainland, call 604.276.3100. Elsewhere in Canada, call toll-free at 1.888.621.7233 (621.SAFE).

Health and safety resources

You can find our health and safety resources at worksafebc.com/forms-resources.

Printed copies are available for some resources and can be ordered from worksafebcstore.com.

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Introduction

The *Workers Compensation Act* requires employers to establish a joint health and safety committee in any workplace that regularly employs 20 or more workers (full and part time). WorkSafeBC may also require other workplaces to establish a joint committee.

Joint committees play a key role in overall workplace health and safety, and can assist the employer with reducing workplace injuries and diseases. This handbook provides information for joint committees to assist you in your work.

Any workplace that regularly employs more than 9 but fewer than 20 workers requires a worker health and safety representative. Where practicable, worker health and safety representatives have the same duties and functions as a joint committee, and will find much of the information in this handbook useful.

Role and scope of joint committees

Sections 31 to 46 of the *Workers Compensation Act* outline the role and scope of joint committees.

A joint committee is made up of worker and employer representatives working together to promote health and safety in the workplace. While the employer is ultimately responsible for overall safety at the workplace, the committee is responsible for identifying health and safety problems and recommending solutions to the employer.

As a committee, your role in the workplace includes the following:

- Promoting workplace health and safety
- Consulting with workers and employers about worker health and safety
- Making recommendations to improve occupational health and safety, the occupational environment, and the effectiveness of occupational health and safety programs and policies
- Promoting compliance with the OHS provisions of the *Workers Compensation Act* and the Occupational Health and Safety Regulation

More specifically, your committee has the following duties and functions in relation to the workplace, as prescribed by section 36 of the *Workers Compensation Act*:

- To identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations
- To consider and expeditiously deal with complaints relating to the health and safety of workers
- To consult with workers and the employer on issues related to occupational health and safety and occupational environment
- To make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers
- To make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS provisions of the Act and the regulations and to monitor their effectiveness
- To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness
- To advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers
- To ensure that accident investigations and regular inspections are carried out as required
- To participate in inspections, investigations, and inquiries
- To carry out any other duties and functions prescribed by regulation

Committee membership

The minimum requirements for a joint committee are set out in section 33 of the *Workers Compensation Act*:

- The joint committee must have at least four members.
- The joint committee must consist of both worker and employer representatives.
- At least half the members must be worker representatives.
- The joint committee must have two co-chairs, one selected by worker representatives and one by employer representatives.

Beyond the minimum requirements, committee size and representation should be determined after considering the needs and structure of your workplace. This may include the following:

- The type of hazards and degree of risk in the workplace
- The number of employees
- The number of departments or distinct work areas
- The number of unions or worker groups
- Differences in workplace hazards or procedures on various shifts or in seasonal operations

Employers are required to provide the joint committee with the "equipment, premises and clerical personnel necessary for the carrying out of its duties and functions." Clerical personnel may be a recording secretary who would not necessarily be considered a committee member.

The characteristics of an effective committee member include the ability to carry out the duties and functions required of a member, knowledge of work processes at the workplace, and the ability to work co-operatively with others. It is also helpful if the joint committee members can effectively represent workers on all shifts and in all departments.

There is no specific requirement for how long members serve on a committee. When deciding on a term length for your committee, consider what will work best to keep up enthusiasm, encourage fresh ideas, and promote efficiency through continuity.

Selecting worker representatives

Worker representatives must be selected from workers at the workplace who do not exercise managerial functions. Managerial functions generally relate to the overall direction at the workplace, and may include representing management in labour relations matters, such as decisions to hire, fire, promote, demote, grant wage increases, or discipline workers.

Section 34 of the *Workers Compensation Act* sets out the process for selecting worker representatives:

- If workers are represented by a union, the worker representatives are to be selected according to the procedures established by the union.
- Where there is more than one union, or some workers are not represented by a union, the worker representatives are to be selected in proportion to their numbers and relative health and safety risks.

- If no workers are represented by a union, the worker representatives are selected by secret ballot.
- If workers do not make their own selection of worker representatives, the employer must assign workers.

Selecting employer representatives

Section 35 of the *Workers Compensation Act* sets out the process for selecting employer representatives. Employer representatives are selected by the employer from among individuals who exercise managerial functions. To the extent possible, employer representatives should exercise managerial functions at the workplace for which the committee is established. An individual employer can act as an employer representative.

Joint committees are most effective when the employer representatives have the authority to make decisions and to speak on behalf of the employer at committee meetings. Since the committee itself does not have the power to act on its own recommendations, the committee depends on the authority of the employer representatives to finalize matters agreed upon at a meeting.

Alternates

Alternate members are not specifically required, but having alternates helps to improve committee effectiveness. Alternate members can attend meetings (to achieve quorum) or conduct committee business when regular members are not available. Some worker representative duties and functions, including the right to be present for an inspection or investigation, can only be exercised by another worker who has been previously designated as an alternate.

Set out the details about the role of alternates and their entitlement to training or participation in committee activities in your joint committee rules of procedure.

Selecting co-chairs

One co-chair must be selected by the worker representatives of the committee and the other selected by the employer representatives of the committee. The co-chairs have the following major responsibilities:

- Review previous meeting reports
- Prepare the meeting agenda and ensure members are informed of upcoming meetings
- Keep meeting discussions on track
- Communicate on behalf of the committee (e.g., prepare correspondence and committee recommendations)

- Provide meeting minutes to the employer
- Conduct or provide input on the annual evaluation of the joint committee
- Coach and advise committee members

Rules of procedure

Each committee must establish rules regarding how it will perform its duties and functions. Rules of procedure, also known as terms of reference, help define the scope and mandate of the committee, and can be referred to in case of disputes.

Rules of procedure should include the following elements:

- The constituency and composition of the committee, including the process for selecting members and co-chairs
- Duties and functions of the committee (with reference to section 36 of the Act)
- Committee reports, statistics, and records
- Meeting procedures, including the length and timing of meetings, and what constitutes a quorum
- The role of the members, alternate members, co-chairs, and guests
- Agenda and meeting minutes
- Terms of office
- Procedures for:
  - Participating in workplace inspections
  - Participating in employer incident investigations
  - Making recommendations to the employer
- Decision-making model (e.g., consensus, simple majority, 75% majority)
- Procedures for selecting health and safety training courses for member education and training
- Procedures for making amendments to the rules of procedure

See the appendices for sample rules of procedure.

Committee meetings

Section 37(2) of the *Workers Compensation Act* states that "A joint committee must meet regularly at least once each month, unless another schedule is permitted or required by regulation or order."

Monthly meetings provide a regular opportunity for committee members to focus on health and safety issues. As a committee member, you are entitled to time away from your regular job duties to attend and prepare for meetings, without loss of pay.

Agenda

Agendas for meetings are generally prepared by the co-chairs and distributed to members in advance of the meeting. Agendas help to ensure the following:

- Members know the date, time, and place of the meeting.
- Members know every item the committee needs to discuss and consider.
- Members will have the opportunity to study the items before the meeting and prepare if necessary.
- Business will not be sidetracked.

Encourage committee members to submit agenda items to the co-chairs before the agenda is distributed.

The agenda will vary according to the needs of the workplace, but typically includes the following:

- Roll call
- Adoption of previous minutes
- Review of relevant reports, such as:
  - First aid statistics
  - Employer incident investigation reports (EIIRs) and associated corrective action reports
  - Workplace inspection reports
  - Education and training requests and reports
- Old business (outstanding from previous meetings)
- New business, such as:
  - Changes in committee membership
  - Workplace information campaigns
  - Opportunities for worker and committee member education and training
  - A review of programs or policies, and other items that require the employer to consult with the committee
  - Health and safety concerns reported by workers
  - Recommendations to the employer
  - Seasonal focuses
  - Results of surveys or studies
  - Review of WorkSafeBC inspection reports
  - Presentations on relevant health and safety topics

See the appendices for a sample meeting agenda.

Conducting the meeting

Each item on the agenda should be considered during the meeting. If necessary, some items can be referred to a subcommittee for further study. If this happens, it should be recorded in the meeting minutes.

When reviewing reports (e.g., first aid, inspection, incidents), look for opportunities to read beyond the statistics. This can help to identify trends or other areas requiring further investigation, such as the following:

- The need for training
- Why incidents are occurring in certain areas
- The need to assign responsibility and establish priorities for implementing corrective actions
- A need to develop or improve safe work practices
- Problem areas that may require more hazard analysis

More information on this can be found in the section on Records and statistics, later in this handbook.

New committee business may include a review of outstanding health and safety complaints. Considering and dealing with complaints relating to worker health and safety is one of the duties and functions of a joint committee, but the committee should not be the first line of reporting for complaints.

As each agenda item is presented, discuss it briefly to confirm that all members understand the topic to be considered. Members can discuss if any action should be taken.

Co-chairs should aim to keep the meeting moving by redirecting irrelevant discussion, completing the agenda, and closing the meeting on a positive note. In the event of a dispute, it may be necessary to call for a break and use that time to mediate the disagreement.

Decision-making model

A key consideration for committees is how to make decisions on actionable items. The following are the most common methods:

- Consensus — all committee members agree, or “agree to disagree”
- Simple majority
- Another majority model (e.g., majority of both worker and employer representatives, 75% majority)

Many committees strive for consensus, as this approach allows all members to reach a mutually acceptable solution; however, this may not be practical for all committees or every decision. It may be difficult for larger committees to agree, and committees may become divided along philosophical or employer-worker lines. You will have to consider what model works best for your committee.

Whichever decision-making model you choose, document it in your rules of procedure.

Participation of guests

You may choose to invite guests periodically to your meetings, such as experts or consultants on particular health or safety issues, or your company's safety advisor (if not a member of the committee). Whenever guests are included, it's a good idea to schedule their participation at a specific point in the meeting so they are not involved in regular committee business.

Provisions for guests should also be included in your rules of procedure.

Section 51 of the *Workers Compensation Act* states that information that is required to be posted must:

(a) be posted at or near the workplace in one or more conspicuous places where it is most likely to come to the attention of the workers, or

(b) otherwise be brought to the notice of and made available to the workers at the workplace.

Electronic records may be acceptable in some workplaces, provided that the information required to be posted is brought to the notice of workers and made available to all workers. Electronic records are not acceptable if all workers do not have ready access to a computer at the workplace.

Meeting minutes

Meeting minutes (or reports) provide a permanent record of proceedings, and inform the employer and workers of issues discussed and decisions made.

Consider using a dated numbering system for items discussed at meetings. (For example, the third new business item at a meeting on February 28, 2018, would be numbered 2018-02-28-3.) This allows for ease of reference and tracking progress, particularly when an item is carried over several months.

Minutes should record and track action items, including the target date for completion and which committee member(s) will be primarily responsible.

Meeting reports must be provided to the employer. The employer must keep a copy of reports for at least two years from the date of the committee meeting, and make meeting reports readily accessible to the committee, workers, and WorkSafeBC. The employer must also post reports of the three most recent committee meetings.

See the appendices for samples of meeting minutes.

Long-term planning

In addition to monthly business, consider how you will address infrequently occurring tasks and incorporate them in your meetings.

One strategy is to plan a year's worth of meetings, with a particular focus topic per month. An annual calendar can help with planning and communicating committee activities.

Planning should take into account workplace-specific requirements such as the following:

- Review of workplace overall health and safety program
- Seasonal activities or seasonal variations in work demands or processes
- Emergency preparedness and response
- New worker intake periods
- Regular re-certification requirements
- Special events and campaigns (e.g., NAOSH week, industry conferences)
- Committee members' education and training goals and entitlements
- Conducting and responding to the annual committee evaluation

Committee activities

See worksafebc.com for a listing of the legislation, regulations, policies, and guidelines most relevant to joint committees.

Although monthly committee meetings are a significant focus for joint committees, they are not the only role committees play in workplace health and safety.

Important tasks members do outside the regular meetings include the following:

- Participating in regular workplace inspections
- Identifying situations that may be unhealthy or unsafe
- Participating in employer incident investigations
- Consulting with workers and responding to health and safety complaints
- Participating in the work refusal process

It may be helpful for each committee member to take responsibility for specific work areas, departments, or divisions. Individual members can then become familiar with the equipment and work processes in that area, build relationships with workers, and monitor the areas of responsibility to determine if health and safety activities are being carried out. Alternatively, you may decide to alternate areas of responsibility among committee members to provide an opportunity for fresh perspectives.

Responding to worker health and safety concerns

Workers with concerns or complaints about health and safety should first address the issue with their immediate supervisors. However, if the situation is not handled to the worker's satisfaction, the worker should contact a committee member. The committee member can work with the supervisor and the full committee, if needed, to resolve the complaint and keep the worker informed.

Consulting with workers and the employer

In addition to these other activities, several sections of the Regulation require that the employer consult with the joint committee on specific programs and policies. The employer must also provide workers with information about the joint committee, and provide the joint committee with certain reports and statistics.

A joint committee, in turn, is responsible for consulting with workers and employers on occupational health and safety issues, advising the employer on programs and policies, and monitoring the effectiveness of programs and policies. Any consultation required should be included as part of the business of a regular committee meeting.

The table on the following page identifies some of the situations when an employer must consult with a joint committee or provide the committee with information, plans, or reports.

Section	Regulatory requirement for consultation
2.5	The employer must provide the committee with copies of inspection reports.
3.16(3.1)	The employer must consult the joint committee when preparing, reviewing, and updating the workplace first aid assessment.
3.23(2)(m)	Joint committee contact information must be provided to young and new workers.
4.21(5)	The joint committee must be consulted in the development of procedures for working alone.
4.53(1)	Consultation is required on ergonomic risk identification, assessment, and control; worker education and training; and evaluation of compliance.
5.5	The joint committee must be consulted in developing a Workplace Hazardous Materials Information System (WHMIS) program.
5.16	The joint committee must be provided with the safety data sheet (SDS) for any hazardous product being used, and section 5.16.1 requires toxicological data to be readily available to the joint committee.
5.54	The employer must review annually any exposure control plan in consultation with the joint committee.
5.59	Consultation with the joint committee is required when investigating signs or symptoms suspected to have been caused by exposure to a hazardous substance.
5.98	Consultation is required on emergency plans when they are being developed, implemented, and annually reviewed.
6.10	The employer must make documents available to the joint committee that outline why an employer was not able to substitute asbestos for a less hazardous material.
6.45	A hazardous drug risk assessment must be prepared in consultation with the joint committee.
6.51	Hazardous drug instruction and training must be provided in consultation with the joint committee.
8.4	Consultation is required on the evaluation of workplace conditions to determine appropriate personal protective equipment.
8.6	Consultation is required on the annual review of the personal protective equipment program (required to protect against a chemical exposure or an oxygen deficient atmosphere).
8.33	Respiratory protection must be selected in consultation with the joint committee.
9.11	Hazard assessment and confined space entry procedures must be prepared in consultation with the joint committee.
21.4	Blasting logs must be made available to worker representatives.
31.9	Test and inspection records in the firefighting industry must be made available to the joint committee.

Workplace inspections

Section 3.8 of the Regulation states that "An inspection required by section 3.5 and a major inspection required by section 3.7 must, where feasible, include the participation of members of the joint committee or the worker health and safety representative, as applicable."

Workplace inspections provide opportunities to identify hazards and assess risk in the workplace on an ongoing basis. As part of a proactive injury-prevention process, inspections reveal the current state of the workplace and any activities that can be seen. Workplace inspections can prevent unsafe working conditions from developing.

It is the employer's responsibility to ensure that regular inspections are made of all workplaces, including buildings, grounds, equipment, and work processes. Committee members should be trained in conducting workplace inspections, and participate in regular workplace inspections when possible. The committee is also responsible for ensuring that regular inspections are carried out as required by the Regulation.

Inspections are not just about spotting physical hazards in the workplace. A good inspection needs to focus equally on the safety of the work environment and work practices:

- Work environment — noise, vibration, lighting, temperature, and ventilation
- Equipment — materials, tools, and apparatus
- Work processes — how workers interact with equipment, the work environment, and other workers in the course of their work

Your comprehensive workplace inspection program may include daily inspections of equipment, initial startup inspections, walk-arounds of mobile equipment before use, daily or weekly supervisor inspections, and weekly or monthly departmental inspections. In smaller or low-risk workplaces, monthly inspections may be scheduled to coincide with monthly committee meetings, and they may not need to include the whole workplace each month.

In addition to conducting regularly scheduled inspections, you need to inspect your workplace after an incident or when you have added a new work process or new equipment.

Report any unsafe or harmful conditions found during regular inspections to the employer without delay. Inspections should take place far enough ahead of the meeting so that minor housekeeping items can be corrected in time and the committee can concern itself with more significant matters at the meeting.

Find more information on the inspection process on worksafebc.com.

See the appendices for a template for an inspection checklist and report.

WorkSafeBC inspections

WorkSafeBC has the authority to conduct inspections for prevention purposes or in response to an incident. The employer, a representative of the employer, and a worker representative have the right to accompany the WorkSafeBC officer during these inspections.

For the purpose of accompanying an officer on an inspection, worker representative means a worker representative from the joint committee, a worker health and safety representative in a workplace with more than 9 but fewer than 20 workers, or another worker who has previously been designated as an alternate by a worker representative.

Employer incident investigations

The employer is legally required to investigate certain incidents, including those that caused or could have caused serious injury, illness, or death. Taking a systematic approach to investigating an incident helps to determine what happened, why the incident occurred, and how to prevent similar incidents from occurring in the future. The results of an employer incident investigation help to identify the corrective action that should be taken to eliminate the unsafe conditions, acts, or procedures that contributed to the incident.

Employers and joint committees each have specific roles and responsibilities when it comes to responding to and investigating a workplace incident, as outlined in the following table:

Employer	Joint committee
• Notify WorkSafeBC of incidents as required • Conduct a preliminary investigation within 48 hours to identify any unsafe conditions, acts, or procedures that significantly contributed to the incident • Conduct a full investigation immediately after completing the preliminary investigation to determine the cause(s) of the incident • Ensure incident investigations are carried out by persons knowledgeable in the type of work involved • Ensure the incident investigation includes the participation of the employer and a worker representative if reasonably available • Prepare and distribute the Employer Incident Investigation Report (EIIR) and associated corrective action reports to the joint committee • Ensure a report of the full investigation is submitted to WorkSafeBC within 30 days of the incident	• Ensure that incident investigations are carried out as required by the Act and Regulation • Provide meaningful participation in incident investigations, as specified by the Act and Regulation • Review the employer incident investigation report (EIIR) and associated corrective action reports • Ensure that action items are completed

The work refusal process

Workers have the right to refuse unsafe work. If workers have reasonable cause to believe that performing a job or task puts themselves or someone else at risk, the workers must not perform the job or task. The workers must first immediately notify the supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation.

As a first step, a supervisor or employer must immediately investigate the matter and fix it if possible. If the supervisor or employer decides the worker's concern is not valid, they must report that to the worker.

If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform the job or task, the employer must investigate again in the presence of the worker and a worker representative or union representative on the joint health and safety committee.

If the worker still views the work as unsafe, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

Committee recommendations

Workplace health and safety is a shared responsibility. As stated in sections 3.9 to 3.11 of the Regulation, unsafe or harmful conditions found during a workplace inspection must be remedied without delay. In addition, when workers see an unsafe condition they must report it as soon as possible to their supervisor or employer, who must investigate and make sure that any necessary corrective action is taken without delay.

When these steps are followed, most issues will not reach the joint health and safety committee. As a result, the committee will usually only be dealing with the following:

- Outstanding issues that have been reported but not corrected
- Issues identified during committee work (e.g., analysis of first aid statistics)
- Issues identified during workplace inspections or corrective actions identified from incident investigations

When you have discussed the issue and decided on the course of action the committee wants to take, you can make either an informal or a formal recommendation:

- Informal recommendations — the issue can be dealt with by a member of the committee (usually an employer representative) without further consultation or approval needed. In the committee minutes, document informal recommendations and the action taken.
- Formal recommendations — the issue cannot be dealt with by the committee directly. In this case, the co-chairs or other committee members will write a proposal to the employer outlining your recommended course of action.

Formal recommendations may be required when any of the following is involved:

- Purchases or allocation of funds
- New or revised workplace policies or procedures
- Training or orientation programs for employees
- Changes to equipment or workspace layouts
- Follow-up on earlier approved actions that have not been implemented

Effective recommendations

Recommendations need to be within the scope of the joint committee — in other words, directly related to health and safety in the workplace.

An effective recommendation:

- Is a concise and clear complete description of the issue, with background and regulatory reference as applicable
- Is complete, including all the information the employer needs to make a decision
- Focuses on practical solutions to the problem
- Offers more than one option if available, and the pros and cons of each
- Suggests a timeline for completion

When making recommendations to reduce risk, consider the "hierarchy of controls" (outlined on the next page), since some types of control methods are more effective than others. Note that while the controls are listed in order of effectiveness, all types of controls should be considered.

Section 39 of the *Workers Compensation Act* outlines the employer's obligations to respond to committee recommendations.

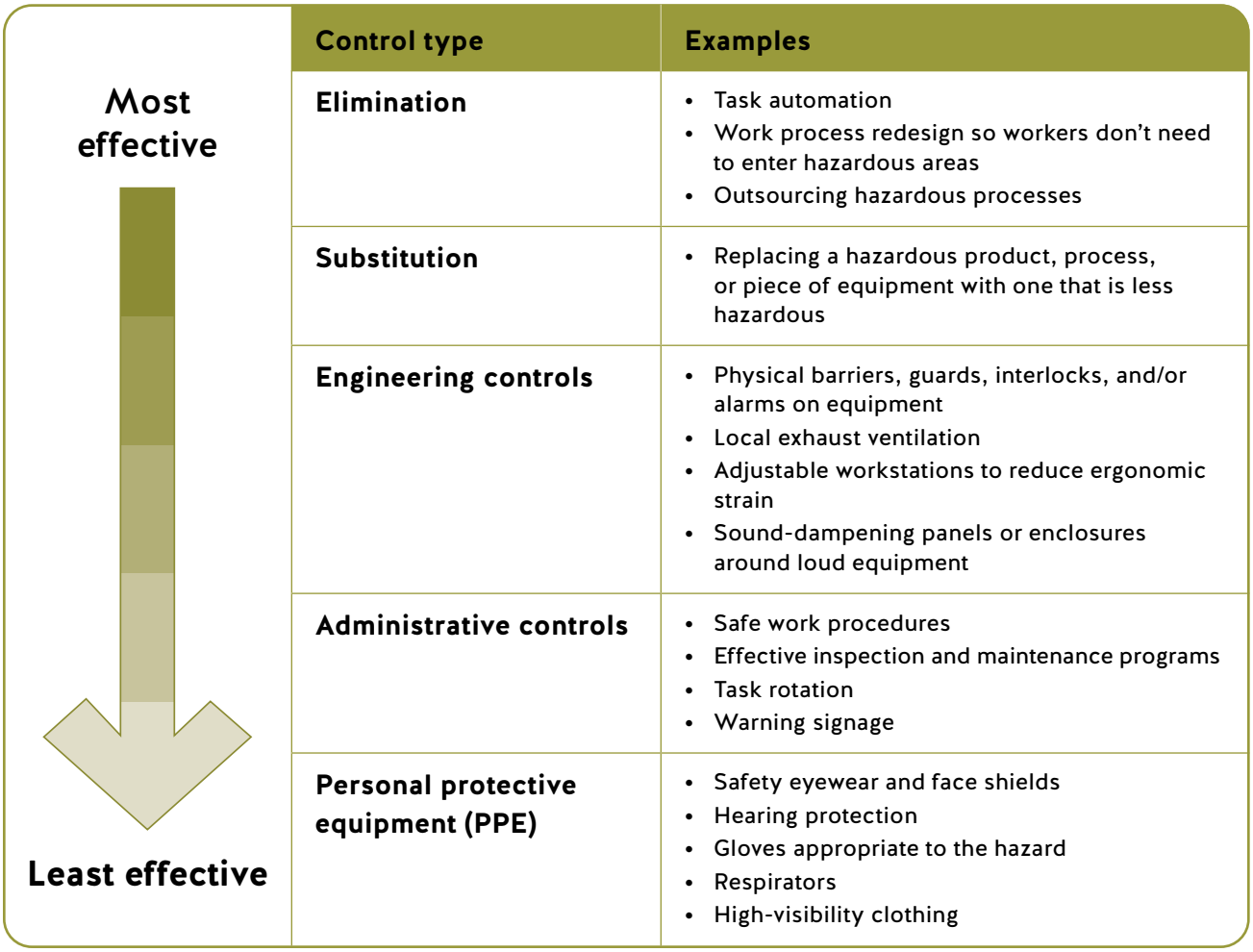
Employer's response to recommendations

Employers are required to respond to committee formal recommendations in writing within 21 days. The employer may accept the committee's recommendation, or give reasons for not accepting the recommendation. If the employer rejects the recommendation, the committee should review the reasons and determine whether a revised recommendation is appropriate.

If the committee is not satisfied with the employer's response, a co-chair of the committee can report the matter to WorkSafeBC, which may investigate it.

The results of recommendations should be communicated in writing to workers, along with any necessary explanations.

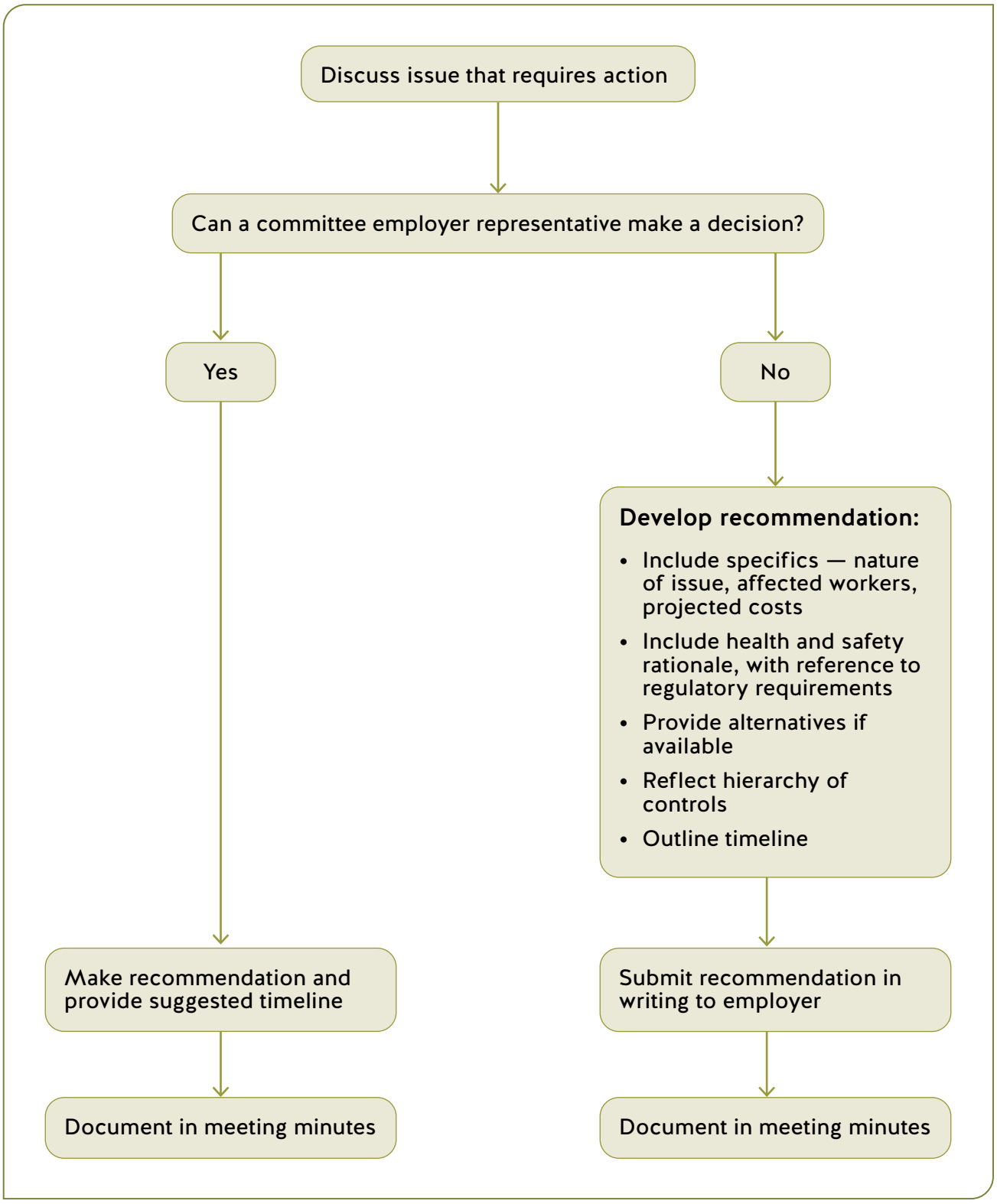
Hierarchy of controls from most effective to least effective



Control type	Examples
Elimination	• Task automation • Work process redesign so workers don't need to enter hazardous areas • Outsourcing hazardous processes
Substitution	• Replacing a hazardous product, process, or piece of equipment with one that is less hazardous
Engineering controls	• Physical barriers, guards, interlocks, and/or alarms on equipment • Local exhaust ventilation • Adjustable workstations to reduce ergonomic strain • Sound-dampening panels or enclosures around loud equipment
Administrative controls	• Safe work procedures • Effective inspection and maintenance programs • Task rotation • Warning signage
Personal protective equipment (PPE)	• Safety eyewear and face shields • Hearing protection • Gloves appropriate to the hazard • Respirators • High-visibility clothing

See the appendices for a sample committee recommendation.

Committee recommendation process



Records and statistics

Records and statistics are important components of an overall occupational health and safety program. They help to identify the nature, extent, and cause of health and safety hazards in the workplace. Relevant, timely, and accurate data may also help to determine whether or not corrective actions or control measures are working as intended.

Under the Regulation, the employer is responsible for maintaining certain records, statistics, and reports — including first aid records, worker orientation and training records, incident investigation reports, and inspection records. Records and statistics are very useful tools for joint committees. They can be used to do the following:

- Identify specific work locations, departments, occupations, and work tasks where there is a high risk of injury or illness, so prevention recommendations can be focused on those areas

- Confirm that workplace inspections and testing are being conducted as required (e.g., equipment inspections, hearing tests, respirator fit tests, exposure monitoring)
- Confirm that incident investigations have been conducted when required
- Track corrective actions taken to remedy hazards identified in inspections, risk assessments, and investigations
- Identify opportunities for worker education and training

Industry statistics

You may find it helpful to compare statistics in your workplace with other organizations in your industry. This comparison allows you to identify potential health and safety hazards before they become an issue or identify where your statistics are out of line with the rest of the industry. To support this comparison, WorkSafeBC publishes data and interactive tools to help you understand trends and patterns of work-related injuries across B.C.

One of the resources available from WorkSafeBC is the Employer Health & Safety Planning Tool Kit. The tool kit allows you to compare your safety performance against other similar workplaces, and to see how operational and workplace health and safety changes could impact your company. This secure, interactive tool kit is available by logging in to your employer's online service account. Committees wishing to access this data may need to request the information from the employer.

Leading indicators

Traditional workplace safety statistics tend to focus on **lagging indicators** — incident frequency, injury severity, time-loss statistics, etc. These statistics are important, and in many cases required by regulation, but do not give the full picture of the health and safety environment.

To help support a workplace culture that is proactive about safety, it is helpful to track **leading indicators**, such as the following:

- Safety meetings
- Safety education and training delivered
- Hazards identified and risks assessed and controlled
- Inspections and corrective actions taken
- Recommendations made to the employer
- Worker perception surveys

Records management

Some health and safety documents are confidential, and as a committee, you won't have access to full versions of those records. The employer can support the committee's work by providing a summary of this information (e.g., injury statistics taken from first aid records and/or workers' claims forms).

Your committee should also keep its own records to show due diligence. In addition to records of committee meetings (meeting minutes), committee records should include the following:

- Recommendations made to the employer, and the employer's responses
- Records of committee members' training
- Meetings with workers
- Documentation of any worker refusals to perform unsafe work

Keep in mind that records need to be transferable, so that future committee members will also have access to them.

Effective communication

Committee members need to be able to communicate effectively — with each other, with the employer, and with the workforce at large. Effective communication is key to being able to pass along important safety information and get buy-in from all affected parties.

The following tips can help you communicate effectively about committee business:

- Make sure workers know how to contact committee members about health and safety issues.
- Communicate in a direct and honest manner.
- Use plain language and avoid jargon when possible.
- Keep communication non-judgmental. If you need to point out health and safety problems, focus on the situation and not the person.
- Keep an open mind and avoid being too quick to offer advice or dismiss ideas.
- Respond promptly and appropriately.

- Ask open-ended “what if…” questions and listen carefully to responses.
- Use active listening and information-gathering skills, including:
  - Repeating or rephrasing what you think you have heard
  - Asking follow-up questions to ensure you understand
  - Avoiding distractions that make the other person think you aren’t listening or paying attention
- Be proactive about identifying possible barriers to communication.

Communicating committee business

Committee business, including meeting minutes and recommendations to the employer, must be made available to all workers. Consider the best means for posting this information so that all workers will have access to the information, such as on a bulletin board in the staff lunchroom, during workplace health and safety activities, or on a dedicated webpage on the firm’s intranet.

Annual committee evaluation

An effective joint committee supports health and safety issues brought forward, helps ensure they are acted upon quickly and effectively, and will contribute significantly to health and safety in the workplace. To help facilitate a well-functioning committee, the Regulation requires employers to ensure that an annual, written evaluation is conducted. WorkSafeBC has developed an evaluation tool to help committees and employers with the evaluation process.

You are not required to use this specific tool. Other evaluation tools can be used as long as they meet or exceed all the requirements for an evaluation as specified in section 3.26 of the Regulation, including the following:

- Membership requirements and selection process
- Regular meetings and meeting reports
- Education and training of members
- Process for making recommendations to the employer

- Fulfillment of duties and functions under the *Workers Compensation Act*
- Employer support for the committee (e.g., time off work duties, clerical support, records availability)
- Overall effectiveness of the committee

Strategic planning

The first objective of a committee evaluation is to ensure the committee meets the minimum legal requirements. Meeting these requirements is necessary, but does not guarantee an effective committee. To better ensure the committee is effective, the evaluation tool also includes questions focusing on the following areas beyond the minimum requirements:

- Communication
- Workplace inspections
- Hazard identification and risk assessment
- Incident investigations

You may choose to focus your evaluation on additional areas, depending on the needs of your workplace.

The Regulation requires joint committees to discuss the results of the evaluation at the committee meeting after the evaluation is completed. Use this as an opportunity to plan for continuous improvement in specific areas. For example, you can use the results of the evaluation as a basis to do the following:

- Revise your rules of procedure with different decision-making models
- Work with your employer to revise inspection processes
- Invite a facilitator to train your committee in risk assessment
- Delegate individual committee members to attend training on workplace-specific topics (see the next section of this handbook for more information on education and training opportunities)

Education and training

See section 3.27 of the Regulation for the specific requirements for new member training.

There are two types of training and education for joint committee members:

- Mandatory training for new members
- Annual health and safety education

All new joint committee members must receive eight hours of training and instruction on the following topics:

- The duties and functions of a joint committee
- The rules of procedure of the joint committee
- The requirements for conducting incident investigations
- The requirements and processes for conducting regular workplace inspections
- The requirements for responding to a refusal of unsafe work
- The requirements for annually evaluating the joint committee

The training can be delivered by the employer or by external training providers. To find training near you, contact the health and safety association (HSA) for your industry, or local OHS training providers.

In addition to the mandated introductory training, each joint committee member is entitled to eight hours of education leave per year to attend occupational health and safety training courses. The specific focus for training will depend on the needs of your workplace; you can use the results of the annual committee evaluation to identify opportunities for development.

Policy item P2-41-1 outlines the policy for joint committee educational leave, including a reasonable process for selecting occupational health and safety courses.

A sample committee member education and training planner is provided on the next page as one possible model for assessing your education needs and goals. Normally, a member will bring a course request to the committee. This is an opportunity to look at how best to meet the overall needs of your workplace. If the committee agrees with the request, it is then submitted to the employer.

For information on available courses, contact local OHS training providers. Courses are considered acceptable if the employer follows a reasonable process of assessing the training needs of committee members and selects appropriate training programs.

Sample committee member education and training planner

1. List any health and safety experience you have:

Experience or position held (e.g., safety rep, joint committee member)	Dates

2. List any previous health and safety education you have taken:

Attach additional sheets if necessary.

Course	Delivered by	Dates	Duration

3. Identify the health and safety education you think you need:

Under the *Workers Compensation Act*, joint committee members (and worker health and safety representatives) are entitled to a minimum of eight hours educational leave per year.

Consider the hazards in your workplace and your duties and responsibilities as a committee member. List the education you believe you require. Attach additional sheets if necessary.

Topic areas	Reasons	Your priority (H-M-L)
Recognizing and controlling workplace hazards		
Workers' right to refuse unsafe work		
Risk assessment and controls		

Topic areas	Reasons	Your priority (H-M-L)
Workplace inspections		
Incident investigations		
Health and safety programs		
Young and new worker training and orientation		
Supervision		
Due diligence		
First aid assessment and procedures		
Interpersonal communication (e.g., conflict resolution, issues resolution)		
Committee administration (e.g., rules of procedure, co-chairing, record-keeping)		
Joint committee evaluation		
Return-to-work programs		
Workplace bullying and harassment		
Dispute resolution		
Workplace mental health		
Emergency preparedness and response		
Ergonomics and MSI prevention		

Topic areas	Reasons	Your priority (H-M-L)
Workplace-specific hazards (e.g., exposure control plans, safeguarding and lockout, wildlife and insects, fall protection, confined spaces, indoor air quality, noise) Other (specify):		

Resources and support

The following are just some of the resources and tools that can help your joint committee conduct its health and safety work.

WorkSafeBC health and safety resources

WorkSafeBC has published hundreds of resources on health and safety. No matter what industry you work in, you can find useful books, posters, videos, and interactive tools on a range of topics to help enhance the health and safety of your workplace.

There are a number of ways to access information on worksafebc.com:

- Start from the Health & Safety tab on worksafebc.com and browse by topic or industry.

- Click on Forms & Resources at the top, then use the search bar to search by keyword. You can narrow your search results by selecting a specific resource type (from the options listed on the left), such as forms, checklists, safety talks, or hazard alerts. You can also use the selections on the left to identify resources by language, since translated versions of many resources are available.
- If you're searching specifically for regulatory information, start from the Law & Policy page. This section contains the *Workers Compensation Act*, OHS Regulation, OHS Policies, OHS Guidelines, and other regulatory references. You can search by keyword or browse by section.
- Use the "I am a …" tabs at the top of each page and links at the bottom of each page to jump directly to information for specific audiences, including workers, employers, and joint health & safety committees and worker health & safety representatives.
- You can order hard copies of some resources through the WorkSafeBC Store.

Resources of note for joint committees in all industries include the following:

- The Joint Health and Safety Committee Evaluation Tool and its accompanying guide can be used to conduct the required annual evaluation of your joint committee.
- Templates and Resources for Joint Health and Safety Committees contains the samples and templates that are included in the appendices to this handbook, but in Word format to allow you to customize them for use by your committee.
- Creating and Managing a Healthy and Safe Workplace describes the joint committee's role within an overall occupational health and safety program.
- Conducting an employer investigation has information primarily for employers but also relevant to joint committee members participating in the investigation.
- Supervising for Safety is an online course designed for supervisors, but addresses many topics of relevance to joint committee members.
- The Employer Health & Safety Planning Tool Kit is designed for employers but can be useful for joint committees.

OHS training

The OHS Training Providers in British Columbia website lists training courses related to a wide range of health and safety issues, including joint committee work. The site organizes courses by region so you can select training providers near you.

Searchable OHS Regulation and related material

This section of worksafebc.com lets you search by keyword or browse by section in the *Workers Compensation Act*, OHS Regulation, OHS Policies, OHS Guidelines, and other regulatory references. It also highlights the latest regulatory updates. Visit worksafebc.com/searchable-regulation.

In addition, this page links to the OHS Regulation mobile app, which lets you search and browse regulatory documents on your mobile device. Once installed, you can access the information offline. The app is currently available for iOS.

Health and safety associations

Health and safety associations (HSAs) have in-depth knowledge of workplace health and safety issues in the industries they serve. Contact information for HSAs can be found on each industry page on worksafebc.com.

Workers' Advisers Office (WAO) and Employers' Advisers Office (EAO)

These organizations are branches of the B.C. Ministry of Labour and are independent of WorkSafeBC. They provide advice, assistance, representation, and education to employers and workers in B.C. In addition to claims assistance, they also provide information on selected safety issues:

- Contact the Workers' Advisers Office if you raised an issue of health and safety in the workplace and your employer took some action — or failed to take some action — that adversely affected your terms of employment or membership in a union.
- The Employers' Advisers Office offers seminars on relevant topics such as investigations, OHS program requirements, and training for new joint committee members.

WorkSafeBC — Contact us

Use the contact us link at the bottom of every worksafebc.com page to find direct access information for:

- Reporting unsafe working conditions
- Contacting regional offices
- Obtaining claims and insurance assistance
- Accessing crisis support

Appendices

The following templates are samples only, provided for illustrative purposes. Adapt them to suit the needs of your committee and workplace.

For Word versions of these templates that you can customize for use with your committee, see Templates and Resources for Joint Health and Safety Committees on worksafebc.com.

Rules of procedure — Template

1. **Name of committee**

2. **Constituency and composition of the committee**

   [Identify the parts of the operation or the group or groups of workers represented by the committee. In unionized workplaces, the union's process for selection should be included in the rules of procedure. For a varied committee representing more than one employer, include the requirements for each employer representation.]

3. **Purpose of the committee**

   [A brief mission statement]

4. **Duties and functions of the committee**

   [Refer to section 36 of the *Workers Compensation Act* for minimum requirements of a joint committee. Include any necessary details of how the committee will carry out these duties.]

5. **Records and reports**

   [Use this section to describe the process the committee follows to request and access records and documentation maintained by the employer.]

6. **Meetings**

   [Describe how the meeting will be conducted — when, how long, quorum, etc. Also include information about how the employer will support the committee with necessary resources.]

7. **Role of the co-chairs**

8. **Role of the members**

9. **Guests**

   [Describe the role of guests at meetings, and any limits on their participation.]

10. Agendas and meeting minutes

[Describe how the agenda and meeting minutes will be created and shared with workers.]

11. Terms of office

[Identify how new members are selected and how long they will serve. In unionized workplaces, the union's process for selection should be included in the rules of procedure.]

12. Participation in investigations

[Outline the process for how worker representatives will participate in employer incident investigations, per section 3.28 of the Regulation.]

13. Participation in work refusal process

[Outline the process for committee participation when a worker refuses unsafe work, per section 3.12 of the Regulation.]

14. Recommendations to the employer

[Outline the process for formal and informal recommendations to the employer.]

15. Decision-making model

[Describe how the committee will reach decisions — for example, by consensus, simple majority, or some other majority vote. Also describe when and how a joint committee should involve WorkSafeBC.]

16. Education and training

[Identify the process for ensuring new member training per section 3.27 of the Regulation, and the process for selection of annual training per section 41 of the *Workers Compensation Act*.]

17. Amendments

[Describe how changes to the rules of procedure can be made.]

Rules of procedure — Sample

1. Name of committee

The committee shall be known as the Head Office Joint Health and Safety Committee (the committee).

2. Constituency and composition of the committee

(a) The committee shall consist of six members and two alternate members.

(b) One worker representative will be elected from each of the following unions:

  i. Union A per its selection criteria

  ii. Union B per its selection criteria

  iii. Non-union workers

(c) One employer representative will be appointed from each of the following areas:

  i. Level 2

  ii. Level 3

  iii. Level 4

(d) One alternate worker representative will be selected from among all union and non-union workers.

(e) One alternate employer representative will be selected from among all employer areas.

(f) Co-chairs: The committee will elect co-chairs from its membership.

  i. The worker representatives shall select a co-chair.

  ii. The employer representatives shall select a co-chair.

3. Purpose of the committee

A joint committee is required by the *Workers Compensation Act* and is made up of worker and employer representatives consulting in a co-operative spirit to identify and resolve safety and health problems in support of a planned occupational health and safety program in the workplace.

4. Duties and functions of the committee

The duties and functions of the committee are to:

(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 the workers for the improvement of the occupational health and safety of workers and compliance with the Occupational Health and Safety Regulation, and monitor the recommendations' effectiveness.

(e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor the recommendations' effectiveness.

(f) Advise the employer on programs and policies required under the Regulation for this 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 Regulation.

(i) Participate in inspections and inquiries as provided by the Regulation.

(j) Select appropriate worker and employer representatives to participate in preliminary and full incident investigation processes.

(k) Review and provide feedback on any corrective action reports resulting from incident investigations.

(l) 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

(m) Carry out any other duties and functions prescribed by the Regulation.

5. Records and reports

Under the mandate of this joint committee, the employer will make the following records and reports available to the committee upon request:

- Incident investigations reports
- Corrective action reports
- Inspection reports
- OHS-related training records
- Company health and safety program
- Safe work policies and procedures
- Manufacturers' specifications
- First aid statistics
- Time-loss injury statistics

The employer will consider all requests made for documentation not specified within the rules of procedure.

6. Meetings

(a) The employer will supply the resources required to facilitate a meeting, including a note-taker to document the minutes of the meeting.

(b) The committee will meet monthly on the first Wednesday of each month.

(c) Special meetings, when required, will be held at the call of the co-chairs.

(d) A quorum shall consist of a majority of members (four members). If quorum is not met, the co-chairs will call a special meeting where the quorum is met.
(e) The committee co-chairs are responsible for securing meeting rooms, coordinating with administrative staff, and any other logistical issues that may impact the meeting.
(f) Meetings are to be scheduled for 90 minutes.
(g) The committee will add procedures it considers necessary for the meetings.

7. Role of the co-chairs

The co-chairs shall:

(a) Control the meetings.
(b) Ensure the maintenance of an unbiased viewpoint.
(c) Review previous meeting reports and material prior to the meetings.
(d) Notify members of meetings.
(e) Create meeting agendas.
(f) Review meeting reports.
(g) Forward a copy of meeting reports to the employer for distribution.
(h) Prepare recommendation(s) and forward to the employer for a response.
(i) Prepare all correspondence.
(j) Determine the process for alternating the co-chair.
(k) When called upon by the employer, identify employer representatives and worker representatives to participate in incident investigations per rule 4(j).

8. Role of the members

The members shall:

(a) Be selected in accordance with section 34 of the Workers Compensation Act
(b) Actively participate
(c) Come prepared and on time for meetings
(d) Maintain confidentiality

9. Guests

(a) Guests may be invited to committee meetings at the request of the co-chair(s).
(b) Guests attending committee meetings must be there for the purposes of:
    i. Training
    ii. Making a presentation
    iii. Consultation

10. Agendas and meeting minutes

(a) The agenda will be set by the co-chairs.
(b) The agenda and any other required documentation will be prepared by the co-chairs and distributed to committee members before the meeting. Whenever possible, the agenda should be emailed five days in advance of the meeting.

(c) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, committee members, workers, union representatives, and, if requested, WorkSafeBC.

(d) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible. In this work location, the meeting minutes will be posted on the board adjacent to the staff room. An electronic version of the minutes can also be located on the intranet, under the heading "Joint Committee Minutes."

11. Terms of office

(a) Committee members will sit on the committee for two years.

(b) Committee selection will occur twice a year to encourage overlap between new and experienced members.

(c) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.

(d) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.

(e) All members will arrange to have an alternate member attend meetings in their place when they are unavailable to attend.

(f) Co-chairs will serve in their capacity for two years.

(g) Co-chair selection will occur once a year to encourage overlap between new and experienced chairs.

12. Participation in investigations

(a) When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation.

(b) If a suitable committee member is not available, the co-chairs will identify another worker to participate in the investigation.

13. Participation in work refusal process

(a) When the committee is required to participate in the work refusal process, the worker co-chair will participate.

(b) If the worker co-chair is not available, the worker co-chair will identify another worker representative to participate.

14. Recommendations to the employer

(a) Recommendations to the employer must be:

   i. Directly related to health and safety

   ii. Doable (reasonably capable of being done)

(b) Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.

(c) Formal written recommendations will be sent to the employer via email, and the employer will respond within 21 days.

15. Decision-making model

This committee will make decisions based on consensus. If the committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a special meeting will be called to address the matter. If the issue is still unresolved, the co-chairs of the committee will report this to WorkSafeBC for assistance in investigating and resolving the matter.

16. Education and training

All new members appointed on or after April 3, 2017, will participate in an introductory joint committee course. The co-chairs will assist new members in selecting the appropriate training course. The employer co-chair will ensure that the training selected reflects the requirements of section 3.27 of the Regulation.

Every member of the joint committee is entitled to eight hours of annual education leave. For this committee, individual members can request their entitlement training during regular meetings. Individual members must provide the following information about the training program or seminar selected:

- Length of the program
- Topic and learning outcomes (if applicable)
- Fees
- Rationale for selection

If the committee agrees with the member, it will forward the request to the employer. If the committee does not agree with the training selected, the co-chairs will hold a special meeting with the member to assist in identifying a training program or seminar that supports the duties and functions of this committee.

17. Amendments

These rules of procedure may be amended by a majority vote of the committee members.

Meeting agenda — Template

Date:

Time:

Location:

Roll call:

Adoption of minutes of last meeting:

Reports

- First aid statistics / summary
- Incidents
- Inspections
- Education and training

Old business

- Review and updates on outstanding business from previous meeting(s)

New business

Adjourn

Meeting minutes — Template 1

Joint Health and Safety Committee Meeting

Meeting date:	**Committee members present:** include name + indicate worker or employer rep	**Last committee evaluation:**
Previous meeting:		**Next committee evaluation:**
Next meeting:		**Days without time-loss injury:**

	Risk assessments conducted	**Site inspections conducted**	**OHS program reviews**	**Site-wide education programs delivered**	**Recommendations made to employer**
This period					
Year to date					

Reports	**First aid**	
	Incidents	• Incidents requiring investigation (resulting in worker injury or near misses) • Additional incidents: property damage, environmental impact, threats of violence
	Inspections	• Equipment • Facilities • Work practices • WorkSafeBC • Health & safety association
	Other OHS reports	• COR audit • WorkSafeBC
	Training and education	• New and young worker training • Equipment and work procedures training • WHMIS • First aid

	Item #		Who	Target date
Old business	Number items for ease of reference	• If item is incomplete, provide status update		
New business				

			Injuries				
	Incidents	**Near misses**	**First aid only**	**Medical aid only**	**Number of time-loss injuries**	**Days lost due to injury**	**Threats of violence**
This period							
This period last year							
Year to date							

Meeting minutes — Sample 1

Joint Health and Safety Committee Meeting	**Committee members present:**	**Last committee evaluation:** Feb 2017
Meeting date: Oct. 26, 2017 **Call to order:** 11:01 am **Adjourned:** 12:55 pm **Previous meeting:** Sept. 28, 2017 **Minutes approved:** yes **Next meeting:** Nov. 23, 2017	Parvinder Atawall (W) Y Kevin Der – Co-chair (E) Y Chris Green (W) N Jay Jerowski (W) Y Mary Lee – Co-chair (W) Y Georgia Martino (E) Y Orville Stewart (E) Y Kim Trang (W) Y	**Next committee evaluation:** Feb 2018

	Risk assessments conducted	Site inspections conducted	OHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period	2	3	2	1	2
Year to date	16	22	8	5	5

Reports	**First aid summary reports**	• Operator struck knee on step when exiting vehicle. • Worker reported feeling dizzy from paint vapours. • Quarterly report on first aid statistics, including location and type of injury or illness.
	Incidents	• Operator slipped when exiting vehicle, striking his knee on step. • Near miss: pry bar fell from a 6-foot-high shelf, nearly striking worker's foot. • Near miss: a worker was reported working at a height of 20 ft. in the warehouse without using fall protection. • Near miss: fence damaged when forklift operator backed into a bin.
	Inspections	• Oct 22: Zone C inspection completed, 5 action items identified. • Sept 29: Hearing conservation audit performed, 3 workers observed not using hearing protection, 1 worker provided with new PPE. • Oct 4: Reviewed adherence to lockout procedures, no deficiencies noted.
	Other OHS reports	• WorkSafeBC performed inspection of the new lockout and guards ordered for the wood chipper.
	Training and education	• New committee member Jay Jerowski scheduled to take JHSC Fundamentals course next month. • 3 workers scheduled to renew forklift training next week. • 1 worker due to renew TCP training, not scheduled yet. • Safe Fire Extinguisher Use presented at all shift meetings. • All committee members have now completed their basic training. • Kim Trang has requested to attend the MSI Investigations course in January.

	Item #		Who	Action due date
Old business	2015-09-21-2	• Violence prevention plan complete, with recommendations. Refer to management for approval. Status: In progress	Kevin	Jan
	2017-01-1	• Safety upgrades to parking lot have been completed. Status: Completed	n/a	n/a
	2017-09-28-1	• Review of new worker orientation & training program continues, with most departments providing input so far; review on track to be finalized with recommendations by next meeting. Status: In progress	Georgia and Chris	Nov

New business	2017-10-26-1	• New committee member Jay welcomed, signed Rules of Procedure document.	Jay	n/a
	2017-10-26-2	• Source Arabic-language signage for key areas and procedures.	Kim	Nov
	2017-10-26-3	• Look into possible site-wide education events for NAOSH week in May.	Mary and Parvinder	Jan
	2017-10-26-4	• Confirm that all workers due for training or renewal this calendar year have been scheduled.	Orville	Dec
	2017-10-26-5	• Election to be held for new committee member to replace Orville, who is retiring in January.	Kevin	Dec
	2017-10-26-6	• Recommendation for new paint booth discussed, agreed by consensus. Recommendation **#2017-08** to be forwarded to management.	Kevin	Nov 16
	2017-10-26-7	• Emergency evacuation drill to be scheduled.	Parvinder	Jan
	2017-10-26-8	• Review new joint committee evaluation procedures in preparation for next evaluation scheduled for February.	Kevin and Mary	Jan

			Injuries				
	Incidents	Near misses	First aid only	Medical aid only	Number of time-loss injuries	Days lost due to injury	Threats of violence
This period	2	2	2	0	0	0	0
This period last year	7	9	1	4	2	12	0
Year to date	15	22	8	3	4	8	1

Meeting minutes — Template 2

Joint Health and Safety Committee Meeting: [Date]

Present: **Regrets:**

Meeting called to order at: [Time]

Minutes of the [previous meeting's date] **meeting were approved.**

Reports:

Old business:

1.

2.

New business:

1.
Who: When:

2.
Who: When:

3.
Who: When:

Site inspection:

Meeting adjourned at: [Time]

Meeting minutes — Sample 2

Joint Health and Safety Committee Meeting: October 26, 2017

Present:

Kevin Der – Co-chair (Employer rep)

Mary Lee – Co-chair (Worker rep)

Georgia Martino (Employer rep)

Kim Trang (Worker rep)

Regrets:

Chris Green (Worker rep)

Meeting called to order at: 11:01 am

Minutes of the September 28 **meeting were approved.**

Reports:

- No incidents or near misses this month.
- Fire department inspection took place last week with no concerns raised.
- Kim Trang has requested to take the MSI Investigations training course starting in January.

Old business:

1. Worker feedback forms from the rollout of the violence prevention plan last month have been generally positive.
2. Broken lights on west side of parking lot still haven't been replaced. Need to follow up with Henry in maintenance.

   Who: Kevin When: Next meeting

New business:

1. Ergonomic assessment of all office areas was completed last week. The workstations built since 2015 were found to be generally acceptable, but older workstations raised some concerns. The committee will look into what's required to upgrade all older computer workstations to minimize MSI risks.

   Who: Mary and Georgia When: Next meeting

2. A concern about the indoor air quality has been raised by two workers in the main office. We need to review regulations and explore how to test quality before deciding how to proceed; may require external consultation.

   Who: Kim When: Next meeting for update

Site inspection:

The committee conducted a safety inspection of the worksite. Two tripping hazards were identified and immediately rectified.

Meeting adjourned at: 12:15 pm

Inspection checklist and report

The following inspection checklist is provided to help guide the process of regular workplace health and safety inspections. The template is a guideline only, outlining the most common areas of focus for a workplace safety inspection. The template can be customized to meet the needs of each workplace. For additional samples, search for "inspection checklists" on worksafebc.com.

Note that these general safety inspections do not replace the regular pre-use and scheduled inspections required for certain types of tools and equipment.

Inspection checklist — Template

Inspection completed by: _____

Date and time: _____

Use the checklist to note the results of your inspection. For any item answered with No (N), use the **Inspection report** at the end of this checklist to document details of the problem and recommended action.

#	A. Facilities and equipment	Y	N	n/a
	Emergency equipment and procedures			
1	Equipment present and working:			
2	• Fire extinguishers			
3	• Fire detection & suppression systems			
4	• First aid kits			
5	• Eye wash stations			
6	• Emergency lighting			
7	• Alarms			
8	Escape routes and muster points signed			
9	Emergency procedures signed			
10	Emergency contact information posted			
11	Emergency drill performed in last 12 months			
	Floors, walkways, and stairways			
12	Well lit			
13	No blind corners			

		Y	N	n/a
14	Free of tripping hazards (e.g., clutter, damaged mats, uneven flooring, uncovered cables)			
15	Dry, clean, and free of slipping hazards			
16	Railings and guardrails in place and secure			
	Entrances and parking lots			
17	Well lit			
18	Clear of obstructions			
19	Entrances are secured			
20	Clear signage in parking lot (no parking, speed limits, direction of traffic, etc.)			
	Shop floors and work yards			
21	Appropriate lighting for work tasks			
22	Air flow and ventilation appropriate for work tasks			
23	Piping for gas, compressed air, etc., clearly labelled			
24	Electrical control boxes have clear access			
25	Circuit breakers and starter switches clearly marked			
26	Adequate heating and cooling			
27	Safe noise levels or hearing protection provided as required			
28	Pedestrian traffic separated from vehicle traffic where practical			
	Materials			
29	Stacked materials are stable (interlocked, strapped, or other means of restraint)			
30	Stacked materials are not near ignition sources			
31	Stacked materials do not obstruct sprinkler systems			
32	Containers and storage racks undamaged and appropriate for materials			
33	Hazardous materials are properly labelled			
34	Flammable and hazardous materials secured and stored in approved containers			
35	SDS available and less than three years old			
	Tools and equipment			
36	Maintenance log up to date			
37	Inspection log up to date			
38	Warning signage for physical hazards created by equipment and processes			
39	Hazardous points of operation adequately guarded			
40	Safeguards in place, in good condition, and cannot be easily removed by workers			

		Y	N	n/a
41	Lockout procedures posted			
42	Equipment positioned to avoid endangering other workers			
43	Workers protected from materials ejected from tools or equipment			
44	Equipment controls clearly labelled and within easy reach, but protected from inadvertent activation			
45	Defective tools and equipment tagged and removed from service			
46	PPE available as required for all workers			
	Ladders			
47	Ladders are appropriate for the work task			
48	Ladders are in good condition with no obvious signs of wear and tear			
	Mobile equipment			
49	Maintenance logs up to date			
50	Pre-use inspection logs up to date			
51	Operators are trained			
	Vehicles			
52	Maintenance logs up to date			
53	Inspection logs up to date			
	Other areas of focus			
54	Problems identified in previous inspection(s):			
55	Priority areas as defined by the joint committee:			

#	**B. Workplace practices**			
	Work practices — general			
56	Workers trained for specific work tasks			
57	Workers supervised for work tasks			
58	Tools used for their designed purposes only			
	Personal protective equipment (PPE)			
59	Workers are trained in correct PPE use			
60	Used consistently and correctly			
61	Maintained in good working order			
62	Inspected and replaced on schedule			

		Y	N	n/a
	Ladder use			
63	Workers not required to carry materials up and down ladders			
64	Ladders are used only for non-routine activities completed in 15 minutes or less			
65	Fall protection used when required			
66	3-point contact maintained			
	Slipping and tripping avoidance			
67	Handrails are used			
68	Spills cleaned immediately			
69	Well-fitting, non-slip footwear worn			
	Ergonomics			
70	Available assistive equipment and/or mechanical aids used			
71	Tasks are varied or rotated to minimize repetitive movement			
72	Loads assessed before lifting or pulling			
73	Loads maintained close to body			
74	Lifting with legs			
75	Upper body kept erect			
76	Natural reaching without having to over-extend			
77	Workstations and seating at proper height			
	Safe work practices for high-risk work conform to regulatory requirements and are followed for:			
78	Working at elevation			
79	Asbestos exposure			
80	Exposure to hazardous materials			
81	Working in excavations			
82	Entry into confined space			
83	Working near combustible dust			
84	Hand falling or bucking			
85	Use of explosives, or flammable or combustible materials			
86	De-energization, lockout, and safeguarding			
87	Exposure to violence			

		Y	N	n/a
	Other areas of focus			
88	Problems identified in previous inspection(s):			
89	Priority areas as defined by the joint committee:			

Inspection report — Template

Item #	**Description of hazard:** (specific location and/or equipment, nature of hazard)
Recommended action: (detailed action, taking account of hierarchy of controls, two or more options where appropriate)	
Person responsible:	**Target date:**
Item #	**Description of hazard:** (specific location and/or equipment, nature of hazard)
Recommended action: (detailed action, taking account of hierarchy of controls, two or more options where appropriate)	
Person responsible:	**Target date:**
Item #	**Description of hazard:** (specific location and/or equipment, nature of hazard)
Recommended action: (detailed action, taking account of hierarchy of controls, two or more options where appropriate)	
Person responsible:	**Target date:**
Report reviewed by: (senior management) **Comments:**	**Date:**

Committee recommendation — Template

Joint Health and Safety Committee Recommendation

Recommendation # _____ **Date:** _____

To (Owner/Manager):_____

Please respond in writing by: _____ **(21 days)**

Issue

- Give a clear and complete description of the issue
- Describe what, why, who, where, and when
- Reference the relevant section(s) of the *Workers Compensation Act* and/or Occupational Health and Safety Regulation where applicable

Committee recommendation

- Make sure the recommendation deals with workplace health and safety
- Include rationale for your recommendation
- If applicable, include options and pros and cons of each
- For complex issues, include steps involved and suggest time frame for implementation

Committee decision

- Indicate if this recommendation was voted on or decided by consensus

Committee recommendation — Sample

Joint Health and Safety Committee Recommendation

Recommendation #: 2017-08 **Date:** November 2, 2017

To (Owner/Manager):

Please respond in writing by: November 23 **(21 days)**

Issue

Over the past year there has been a pattern of increasing first aid incidents related to paint vapours in the paint booth. The existing paint booth is 20 years old and no longer functioning adequately.

The committee measured the air flow in the booth and it does not meet the requirements of section 12.132 of the Occupational Health and Safety Regulation.

Committee recommendation

Since parts to repair the paint booth would be difficult, if not impossible, to find, the committee recommends that the paint booth be replaced. A waterfall-style ventilation booth with exhaust onto the roof and an airline respirator system would resolve the health and safety issue.

Committee decision

This recommendation was agreed upon by consensus at the October 26, 2017, meeting of the joint health and safety committee.

Notes

Notes