

Joint Health and Safety Committee Fundamentals

Participant Workbook

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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 6 members and 2 alternate members.
- b) One worker representative will be elected from each of the following unions:
 - i. Union A as per its selection criteria
 - ii. Union B as 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 all union and non-union workers.
- e) One alternate employer representative will be selected from 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 place of employment.

4. Duties and functions of the committee

As required by section 130 of the *Workers Compensation Act*, 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.
- e) This committee co-chairs are responsible for securing meeting rooms, coordinating with administrative staff, and any other logistical issues that may impact the meeting.
- f) Meeting 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) Review 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 representative to participate in incident investigations as per rule 4(j).

8. Role of the members

The members shall:

- a) Be selected in accordance with section 128 of the *Workers Compensation Act*
- b) Actively participate
- c) Come prepared and on time for meetings
- d) Maintain confidentiality

9. Guests

- a) Guests can 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 determined by the co-chairs.
- b) The agenda and any other required documentation will be prepared by the co-chairs and distributed to committee members prior to 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, joint health and safety committee members, workers, union representatives, and 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 should occur twice a year to encourage overlap between new and experienced committee 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 to attend meetings in their place, when they are unavailable to attend.

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. 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.

14. 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.

15. 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 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, the request will be forwarded 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.

16. Amendments

These terms of reference may be amended by a majority vote of the committee members.

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 work places, 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 130](#) 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 the length of their membership. 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, as per [section 3.28](#) of the Regulation.]

13. Recommendations to the employer

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

14. 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].

15. Education and training

[Identify the process for ensuring new member training as per [section 3.27](#) of the Regulation, and the process for selection of annual training as per [section 135](#) of the Workers Compensation Act.]

16. Amendments

[Describe how changes to the terms of reference can be made.]

Refusing unsafe work: A five-step process

Report the unsafe condition or procedure:

- 1 The worker must immediately report the unsafe condition to a supervisor or employer.
- 2 The supervisor or employer must investigate the matter and fix it, if possible. If the supervisor/employer decides the worker's concern is not valid, report back to the worker.

If the worker still views the work as unsafe after a supervisor or employer has said it is safe to perform a job or task:

- 3 The supervisor or employer must investigate the problem and ensure any unsafe condition is fixed.
- 4 This investigation must take place in the presence of the worker and a worker representative of the joint committee or a worker chosen by the worker's trade union. If there is no joint committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation.

If the worker still views the work as unsafe:

- 5 The worker and the supervisor or employer must [contact WorkSafeBC](#). A prevention officer will then investigate and take steps to find a workable solution.

Meeting minutes — Sample 1

<p>Joint Health and Safety Committee Meeting</p> <p>Meeting date: Oct. 26, 2016</p> <p>Call to order: 11:01 am</p> <p>Adjourned: 12:55 pm</p> <p>Previous meeting: Sept. 28, 2016</p> <p>Minutes approved: yes</p> <p>Next meeting: Nov. 23, 2016</p>	<p>Committee members present</p> <p>Parvinder Atawall (W) Y</p> <p>Kevin Der – Co-chair (E) Y</p> <p>Chris Green (W) N</p> <p>Jay Jerowski (W) Y</p> <p>Mary Lee – Co-chair (W) Y</p> <p>Georgia Martino (E) Y</p> <p>Orville Stewart (E) Y</p> <p>Kim Trang (W) Y</p>	<p>Last Committee evaluation: Feb 2016</p> <p>Next Committee evaluation: Feb 2017</p>
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	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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 new PPE Oct 4: Reviewed adherence to lockout procedures, no deficiencies noted
	Other OHS reports	<ul style="list-style-type: none"> WorkSafeBC performed inspection of the new lockout and guards ordered for the wood chipper
	Training and education	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Violence prevention plan complete, with recommendations. Refer to management for approval. Status: In progress 	Kevin	Jan
	2016-01-1	<ul style="list-style-type: none"> Safety upgrades to parking lot have been completed Status: Completed 	n/a	n/a
	2016-09-28-1	<ul style="list-style-type: none"> 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	2016-10-26-1	<ul style="list-style-type: none"> New committee member Jay welcomed, signed Rules of Procedure document 	Jay	n/a
	2016-10-26-2	<ul style="list-style-type: none"> Source Arabic-language signage for key areas and procedures 	Kim	Nov
	2016-10-26-3	<ul style="list-style-type: none"> Look into possible site-wide education events for NAOSH week in May 	Mary and Parvinder	Jan
	2016-10-26-4	<ul style="list-style-type: none"> Confirm that all workers due for training or renewal this calendar year have been scheduled 	Orville	Dec
	2016-10-26-5	<ul style="list-style-type: none"> Election to be held for new committee member to replace Orville, who is retiring in January 	Kevin	Dec
	2016-10-26-6	<ul style="list-style-type: none"> Recommendation for new paint booth discussed, agreed by consensus. Recommendation #2016-08 to be forwarded to management 	Kevin	Nov 16
	2016-10-26-7	<ul style="list-style-type: none"> Emergency evacuation drill to be scheduled 	Parvinder	Jan
	2016-10-26-8	<ul style="list-style-type: none"> Review new joint committee evaluation procedures in preparation for next evaluation scheduled for February 	Kevin and Mary	Jan

	Injuries						Threats of violence
	Incidents	Near misses	First aid only	Medical aid only	Number of time-loss injuries	Days lost due to injury	
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 — Sample 2

Joint Health and Safety Committee Meeting, October 26, 2016

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 regulation 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.

Communication methods

As a committee member, you need to be aware of different learning styles, and try to address as many as possible when you are communicating with your employer or colleagues. This is especially important if the issue is complex.

There are four main methods of communication that you can use to convey information:

- Written (e.g., memos, written reports)
- Oral (e.g., toolbox meetings, in-person discussions, phone)
- Visual (e.g., diagrams, charts, photos, videos)
- Demonstration (e.g., hands-on practice, models)

You won't always be able to address all four styles, but most people use a combination of different learning styles, so providing some variety will help enormously.

Each method has advantages and disadvantages, and each works better with some individuals than with others. You can help maximize understanding by choosing the method that is most appropriate for each situation. If you can, use a combination of communication methods.

Effective communication

As a joint committee member, the way you communicate can set the tone for all of your conversations with workers and management. With a few key communications skills, you can make it easier to pass along important safety information and get "buy-in" from everyone.

The following tips can help you communicate effectively in your workplace:

- Communicate in a direct and honest manner.
- Use plain language and avoid jargon when possible.
- Speak in a non-judgmental way.
- 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

Inspection checklist and report

One of the responsibilities of joint committees is to participate in regular workplace health and safety inspections. The following inspection checklist is provided to help guide that process. The template is a guideline only, outlining the most common areas of focus for a workplace safety inspection. Every workplace will have its own needs for routine inspections of facilities, equipment, and work practices.

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

WorkSafeBC has produced a number of additional inspection checklists you can use to help develop your own workplace forms. For example:

- [Small Business Health and Safety Program Inspection Checklist](#)
- [Camp Inspection Checklist](#)
- [Health and Safety for Dairy Farms: Forms and Checklists](#) — pages 18-27

For additional samples, search for “inspection checklists” on worksafebc.com.

Inspection checklist (template)

Inspection completed by: _____

Date and time: _____

For any item identified as deficient (N), use the **Inspection report** at the end of this checklist to document details of the problem and recommended action.

		Y	N	n/a
#	A. Facilities and equipment			
	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			
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			

		Y	N	n/a
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 switched 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			
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:			

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

Inspection report

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

Committee recommendations

As stated in [sections 3.9 to 3.11 of the Regulation](#), unsafe or harmful conditions found during a workplace inspection must be fixed 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 corrective action is taken.

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:

- Outstanding issues that have been reported but not corrected
- Issues identified during committee work (e.g., analysis of first aid statistics)
- Issues identified during committee inspections

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

- Informal recommendations — when the issue can be dealt with by a member of the committee (usually an employer representative) without further consultation or approval needed. Informal recommendations and the action taken should be documented in your committee minutes.
- Formal recommendations — when 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 are usually required when issues involve:

- 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
- Review or agreement needed from other departments or locations

Effective recommendations

An effective recommendation includes:

- A concise, clear, and complete description of the issue, with background and regulatory reference as applicable
- More than one option if available, and the pros and cons of each
- A suggested timeline

Recommendations should also be:

- Directly related to health and safety in the workplace
- Practical solutions to the problem
- Complete — the employer should not need any additional information to make a decision

A template for formal recommendations is included on the next page.

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 timeframe for implementation*

Committee decision

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

Sample recommendations

Joint Health and Safety Committee Recommendation

Recommendation #2016-08

Date: November 2, 2016

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, 2016 meeting of the joint health and safety committee.

Incident investigations — Questions

1. When is an incident investigation required?
2. Who must conduct the investigation? Who must participate?
3. What are the required timelines for preliminary and full investigations?
4. What must be done with the corrective action report(s)?

Committee planning tool

12-month action plan

Month 1

Action:

Rationale:

Person(s) responsible:

Month 2

Action:

Rationale:

Person(s) responsible:

Month 3

Action:

Rationale:

Person(s) responsible:

Month 4

Action:

Rationale:

Person(s) responsible:

Month 5

Action:

Rationale:

Person(s) responsible:

Month 6

Action:

Rationale:

Person(s) responsible:

12-month action plan

Month 7

Action:

Rationale:

Person(s) responsible:

Month 8

Action:

Rationale:

Person(s) responsible:

Month 9

Action:

Rationale:

Person(s) responsible:

Month 10

Action:

Rationale:

Person(s) responsible:

Month 11

Action:

Rationale:

Person(s) responsible:

Month 12

Action:

Rationale:

Person(s) responsible:

Post-training self-assessment

What I have learned in this course:

Areas for further learning

In order to properly fulfill my responsibilities as a joint committee member, I feel I need to learn more about:

	✓
Recognizing and controlling hazards that might exist in my workplace	
Workers' right to refuse unsafe work	
Risk assessment and controls	
Workplace inspections	
Incident investigations	
Health and safety programs	
New and young worker training and orientation	
Supervision	
Due diligence	
Effective writing (e.g., for reports, recommendations, presentations, posters and signs)	
Interpersonal communication (e.g., conflict resolution, issues resolution)	
Committee administration (e.g., rules of procedure, co-chairing, activity planning, record-keeping)	
Joint committee evaluation	
Stress management the workplace	
Return-to-work programs	
Dispute resolution	
Workplace-specific hazards (e.g., WHMIS, safeguarding and lockout, mobile equipment, fall protection, confined spaces, indoor air quality, fire safety)	

Visit [OHStrainingbc.com](https://www.ohstrainingbc.com) for information about available training programs by region.

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 of safety of your workplace.

There are a number of ways to access information:

- Start from the [Health & Safety](#) tab on worksafebc.com and browse by topic or industry.
- Use the search bar on the top-right corner to search by keyword. You can then 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.
- 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 audience, including workers, employers, and [joint health & safety committees](#).
- If you want to order hard copies of resources you can do so through the [WorkSafeBC Bookstore](#).

OHS training

The [OH&S Training Providers](#) 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.

OHS Regulation mobile app

The OHS Regulation mobile app allows you to search and browse the OHS law and policy documents on your mobile device. Once installed, you can access the information offline.

The app contents include:

- *Workers Compensation Act*
- Occupational Health and Safety Regulation
- OHS Guidelines
- Policies
- Standards

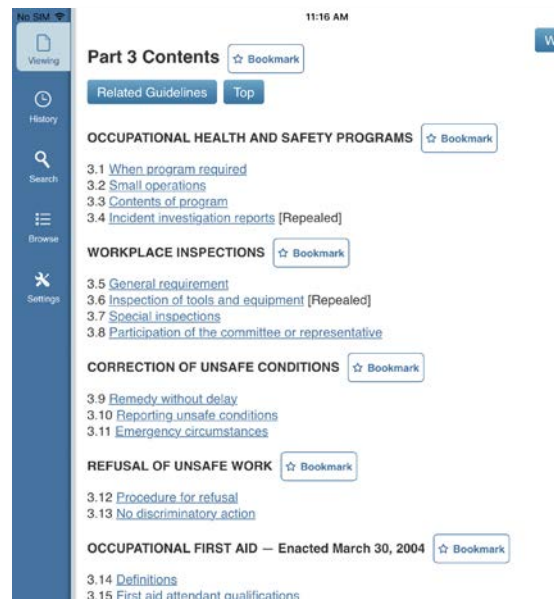
These are accessible via the Browse button, or use the Search function to find information by topic or keywords.

The app also allows you to save your most-used sections in a Favourites list. Select the Bookmark button on any of the contents pages to add that section to your Favourites.

The app is available for iOS and Android. Visit worksafebc.com, or download directly from the iTunes or Google Play app sites. Once you have installed it on your device, select Settings > Check for Updates to make sure you have the most up-to-date information.

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 at each industry page on worksafebc.com.



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

These organizations provide independent advice, assistance, representation, and education to employers and workers in B.C. While both organizations primarily deal with claims assistance, they also can 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 and new worker orientation.

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
- Regional offices
- Claims and insurance assistance
- Crisis support

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

Joint Health and Safety Committee Meeting

Meeting date:		Committee members: present <i>include name + indicate worker or employer rep</i>	Last JHS Committee Evaluation:	
Previous meeting:			Next JHS 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	<ul style="list-style-type: none"> Incidents requiring investigation (resulting in worker injury or near misses) Optional: property damage incidents, environmental impact incidents, threats of violence
	Inspections	<ul style="list-style-type: none"> Equipment Facilities Work practices WorkSafeBC Health & safety association
	Other OHS reports	<ul style="list-style-type: none"> COR audit WorkSafeBC
	Training and education	<ul style="list-style-type: none"> New and young worker training Equipment and work procedures training WHMIS First aid

	Item #		Who	Target date
Old business	<i>Number of items for ease of reference</i>	<ul style="list-style-type: none"> 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							