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Templates and Resources for   
Joint Health and Safety Committees

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This package contains sample tools and templates for joint health and safety committee work. You can modify and customize them for your own use.

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# 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

*[Provide a brief mission statement]*

4. Duties and functions of the committee   
*[Refer to* [*section 36*](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/part-2-occupational-health-and-safety#SectionNumber:Part2Div5Sec36) *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, as per* [*section 3.28*](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#SectionNumber: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*](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#SectionNumber: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 as per* [*section 3.27*](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#SectionNumber:3.27) *of the Regulation, and the process for selection of annual training as per* [*section 41*](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/part-2-occupational-health-and-safety#SectionNumber:Part2Div5Sec41) *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

* 1. The committee shall consist of six members and two alternate members.
  2. One worker representative will be elected from each of the following unions:
  3. Union A as per its selection criteria
  4. Union B as per its selection criteria
  5. Non-union workers
  6. One employer representative will be appointed from each of the following areas:
  7. Level 2
  8. Level 3
  9. Level 4
  10. One alternate worker representative will be selected from among all union and non-union workers.
  11. One alternate employer representative will be selected from among all employer areas.
  12. Co-chairs: The committee will elect co-chairs from its membership.
  13. The worker representatives shall select a co-chair.
  14. 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

As required by section 36 of the *Workers Compensation Act,* the duties and functions of the committee are to:

1. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
2. Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
3. Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
4. 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.
5. 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.
6. Advise the employer on programs and policies required under the Regulation for this workplace and monitor their effectiveness.
7. Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
8. Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
9. Participate in inspections and inquiries as provided by the Regulation.
10. Select appropriate worker and employer representatives to participate in preliminary and full incident investigation processes.
11. Review and provide feedback on any corrective action reports resulting from incident investigations.
12. When necessary, request information from the employer about:
    1. Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed
    2. Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge
13. 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

1. The employer will supply the resources required to facilitate a meeting, including a note-taker to document the minutes of the meeting
2. The committee will meet monthly on the first Wednesday of each month.
3. Special meetings, when required, will be held at the call of the co-chairs.
4. A quorum shall consist of a majority of members (four members). If quorum is not met, the co-chairs will call a special meeting.
5. The committee co-chairs are responsible for securing meeting rooms, coordinating with administrative staff, and any other logistical issues that may impact the meeting.
6. Meeting are to be scheduled for 90 minutes.
7. The committee will add procedures it considers necessary for the meetings.

7. Role of the co-chairs

The co-chairs shall:

1. Control the meetings.
2. Ensure the maintenance of an unbiased viewpoint.
3. Review previous meeting reports and material prior to the meetings.
4. Notify members of meetings.
5. Review meeting agendas.
6. Review meeting reports.
7. Forward a copy of meeting reports to the employer for distribution.
8. Prepare recommendation(s) and forward to the employer for a response.
9. Prepare all correspondence.
10. Determine the process for alternating the co-chair.
11. 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:

1. Be selected in accordance with section 34 of the *Workers Compensation Act*
2. Actively participate
3. Come prepared and on time for meetings
4. Maintain confidentiality

9. Guests

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

10. Agendas and meeting minutes

* 1. The agenda will be set by the co-chairs.
  2. 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.
  3. 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.
  4. 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

1. Committee members will sit on the committee for two years.
2. Committee selection should occur twice a year to encourage overlap between new and experienced committee members.
3. If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
4. If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
5. 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

1. When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation.
2. 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

1. When the committee is required to participate in the work refusal process, the worker co-chair will participate.
2. If the worker co-chair is not available, the worker co-chair will identify another worker representative to participate.

14. Recommendations to the employer

1. Recommendations to the employer must be:
2. Directly related to health and safety
3. Doable (reasonably capable of being done)
4. Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.
5. 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 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) * Optional: property damage incidents, environmental impact incidents, 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 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **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**  **Meeting date:** Oct. 26, 2019  **Call to order:** 11:01 am  **Adjourned:** 12:55 pm  **Previous meeting:**  Sept. 28, 2019  **Minutes approved:** yes  **Next meeting:**  Nov. 23, 2019 | **Committee members present**  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 | **Last committee evaluation: Feb 2019**  **Next committee evaluation: Feb 2020** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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** | 2018-09-21-2 | * Violence prevention plan complete, with recommendations. Refer to management for approval.   Status: In progress | Kevin | Jan |
|  | 2019-01-1 | * Safety upgrades to parking lot have been completed.   Status: Completed | n/a | n/a |
|  | 2019-09-28-1 | * 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** | 2019-10-26-1 | * New committee member Jay welcomed, signed Rules of Procedure document. | Jay | n/a |
|  | 2019-10-26-2 | * Source Arabic-language signage for key areas and procedures. | Kim | Nov |
|  | 2019-10-26-3 | * Look into possible site-wide education events for NAOSH week in May. | Mary and Parvinder | Jan |
|  | 2019-10-26-4 | * Confirm that all workers due for training or renewal this calendar year have been scheduled. | Orville | Dec |
|  | 2019-10-26-5 | * Election to be held for new committee member to replace Orville, who is retiring in January. | Kevin | Dec |
|  | 2019-10-26-6 | * Recommendation for new paint booth discussed, agreed by consensus. Recommendation **#2016-08** to be forwarded to management. | Kevin | Nov 16 |
|  | 2019-10-26-7 | * Emergency evacuation drill to be scheduled. | Parvinder | Jan |
|  | 2019-10-26-8 | * 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:

# Meeting minutes — Sample 2

**Joint Health and Safety Committee Meeting, October 26, 2019**

**Present: Regrets:**

Kevin Der – Co-chair (Employer rep) Chris Green (Worker rep)

Mary Lee – Co-chair (Worker rep)

Georgia Martino (Employer rep)

Kim Trang (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.

|  |  | Y | N | n/a |
| --- | --- | --- | --- | --- |
| # | 1BA. Facilities and equipment |  |  |  |
|  | Emergency equipment and procedures |  |  |  |
|  | Equipment present and working: |  |  |  |
|  | Fire extinguishers |  |  |  |
|  | Fire detection & suppression systems |  |  |  |
|  | First aid kits |  |  |  |
|  | Eye wash stations |  |  |  |
|  | Emergency lighting |  |  |  |
|  | Alarms |  |  |  |
|  | Escape routes and muster points signed |  |  |  |
|  | Emergency procedures signed |  |  |  |
|  | Emergency contact information posted |  |  |  |
|  | Emergency drill performed in last 12 months |  |  |  |
|  | Floors, walkways, and stairways |  |  |  |
|  | Well lit |  |  |  |
|  | No blind corners |  |  |  |
|  | Free of tripping hazards (e.g., clutter, damaged mats, uneven flooring, uncovered cables) |  |  |  |
|  | Dry, clean, and free of slipping hazards |  |  |  |
|  | Railings and guardrails in place and secure |  |  |  |
|  | Entrances and parking lots |  |  |  |
|  | Well lit |  |  |  |
|  | Clear of obstructions |  |  |  |
|  | Entrances are secured |  |  |  |
|  | Clear signage in parking lot (no parking, speed limits, direction of traffic, etc.) |  |  |  |
|  | Shop floors and work yards |  |  |  |
|  | Appropriate lighting for work tasks |  |  |  |
|  | Air flow and ventilation appropriate for work tasks |  |  |  |
|  | Piping for gas, compressed air, etc., clearly labelled |  |  |  |
|  | Electrical control boxes have clear access |  |  |  |
|  | Circuit breakers and starter switched clearly marked |  |  |  |
|  | Adequate heating and cooling |  |  |  |
|  | Safe noise levels or hearing protection provided as required |  |  |  |
|  | Pedestrian traffic separated from vehicle traffic where practical |  |  |  |
|  | Materials |  |  |  |
|  | Stacked materials are stable (interlocked, strapped, or other means of restraint) |  |  |  |
|  | Stacked materials are not near ignition sources |  |  |  |
|  | Stacked materials do not obstruct sprinkler systems |  |  |  |
|  | Containers and storage racks undamaged and appropriate for materials |  |  |  |
|  | Hazardous materials are properly labelled |  |  |  |
|  | Flammable and hazardous materials secured and stored in approved containers |  |  |  |
|  | SDS available and less than three years old |  |  |  |
|  | Tools and equipment |  |  |  |
|  | Maintenance log up to date |  |  |  |
|  | Inspection log up to date |  |  |  |
|  | Warning signage for physical hazards created by equipment and processes |  |  |  |
|  | Hazardous points of operation adequately guarded |  |  |  |
|  | Safeguards in place, in good condition, and cannot be easily removed by workers |  |  |  |
|  | Lockout procedures posted |  |  |  |
|  | Equipment positioned to avoid endangering other workers |  |  |  |
|  | Workers protected from materials ejected from tools or equipment |  |  |  |
|  | Equipment controls clearly labelled and within easy reach, but protected from inadvertent activation |  |  |  |
|  | Defective tools and equipment tagged and removed from service |  |  |  |
|  | PPE available as required for all workers |  |  |  |
|  | Ladders | | | |
|  | Ladders are appropriate for the work task |  |  |  |
|  | Ladders are in good condition with no obvious signs of wear and tear |  |  |  |
|  | Mobile equipment |  |  |  |
|  | Maintenance logs up to date |  |  |  |
|  | Pre-use inspection logs up to date |  |  |  |
|  | Operators are trained |  |  |  |
|  | Vehicles |  |  |  |
|  | Maintenance logs up to date |  |  |  |
|  | Inspection logs up to date |  |  |  |
|  | Other areas of focus |  |  |  |
|  | Problems identified in previous inspection(s): |  |  |  |
|  | Priority areas as defined by the joint committee: |  |  |  |
| # | 2BB. Workplace practices |  |  |  |
|  | Work practices — general |  |  |  |
|  | Workers trained for specific work tasks |  |  |  |
|  | Workers supervised for work tasks |  |  |  |
|  | Tools used for their designed purposes only |  |  |  |
|  | Personal protective equipment (PPE) |  |  |  |
|  | Workers are trained in correct PPE use |  |  |  |
|  | Used consistently and correctly |  |  |  |
|  | Maintained in good working order |  |  |  |
|  | Inspected and replaced on schedule |  |  |  |
|  | Ladder use | | | |
|  | Workers not required to carry materials up and down ladders |  |  |  |
|  | Ladders are used only for non-routine activities completed in 15 minutes or less |  |  |  |
|  | Fall protection used when required |  |  |  |
|  | 3-point contact maintained |  |  |  |
|  | Slipping and tripping avoidance |  |  |  |
|  | Handrails are used |  |  |  |
|  | Spills cleaned immediately |  |  |  |
|  | Well-fitting, non-slip footwear worn |  |  |  |
|  | Ergonomics |  |  |  |
|  | Available assistive equipment and/or mechanical aids used |  |  |  |
|  | Tasks are varied or rotated to minimize repetitive movement |  |  |  |
|  | Loads assessed before lifting or pulling |  |  |  |
|  | Loads maintained close to body |  |  |  |
|  | Lifting with legs |  |  |  |
|  | Upper body kept erect |  |  |  |
|  | Natural reaching without having to over-extend |  |  |  |
|  | Work stations and seating at proper height |  |  |  |
|  | Safe work practices for high-risk work conform to regulatory requirements and are followed for: | | | |
|  | Working at elevation |  |  |  |
|  | Asbestos exposure |  |  |  |
|  | Exposure to hazardous materials |  |  |  |
|  | Working in excavations |  |  |  |
|  | Entry into confined space |  |  |  |
|  | Working near combustible dust |  |  |  |
|  | Hand falling or bucking |  |  |  |
|  | Use of explosives, or flammable or combustible materials |  |  |  |
|  | De-energization, lockout, and safeguarding |  |  |  |
|  | 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 — Template

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| --- | --- | --- |
| 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

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| --- |
| 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

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| Joint Health and Safety Committee Recommendation  Recommendation #2019-08Date: November 2, 2019  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, 2019, meeting of the joint health and safety committee. |