

Terms of Reference- Joint Health & Safety Committee (St. Andrews)

MISSION:

This committee will, to the best of our ability, be proactive in health and safety initiatives. The JHSC will help identify unsafe and unhealthy standards of work, conditions, and practices, and act as an advisory group to help resolve health, safety and environmental issues. The JHSC will act in accordance with the NBCC Occupational Health and Safety Policy (4121) to promote a safe and healthy work environment.

SPECIFIC RESPONSIBILITIES:

The Committee has the following specific responsibilities:

- The Joint Health & Safety Committee is a group of worker and employer representatives working together to ensure a healthy and safe workplace. To learn more about the Committee and their roles, visit website: [Five Steps to an effective JHSC](#).
- To carry out the committee objectives identified in Occupational Health and Safety Act found at [Occupational Health and Safety Act and Regulations](#) and review at the 1st of each academic year.

MEMBERSHIP AND QUORUM:

A committee shall consist of equal representation from both the employer and the employees, and the employer shall designate his representative or representatives and the employees shall designate their representative or representatives. The committee shall consist of no more than 8 members each employee / employer representatives.

Quorum: Quorum is reached 50% + 1 of voting members.

The quorum of the committee shall consist of a majority of the members of the committee of which at least half are representatives of the employees and at least one is a representative of the employer.

TERM:

- **Co-chairs:** The co-chairs shall be voted in annually by membership.
- **Terms:** Members shall serve a minimum of two years, with no more than half the members new each year.

MEETINGS AND ORGANIZATION:

- To be held monthly.

- Motions are carried by a simple majority of the votes cast provided that a quorum is present.
- Persons, other than members of the Committee, may be invited to attend meetings but are not entitled to vote.
- In certain cases, technology-based voting (i.e. email voting) may be solicited in the absence of a meeting. In such cases, all parameters above will apply.

TRAINING:

All committee members must complete WorksafeNB's blended online training modules within 12-months after being elected/named (WorkSafeNB provides this training free of charge).

CO-CHAIR FUNCTIONS:

- To conduct the meetings and ensure that all members have an opportunity to contribute
- Alternate the chairing of meetings (rotate monthly, quarterly or 6 months)
- Keep meetings on track and guiding members in attaining their goals and objectives
- Assign special or ongoing projects to committee members
- Present formal recommendations to management
- Listen and be objective even when points of view differ significantly
- Sign the minute forms

COMMITTEE FUNCTIONS:

- Review workplace inspections. In accordance with the Act, the employer is obligated to ensure that the workplace poses minimal risk to employees and ensure that the workplace is inspected at least once before the 15th of the month to identify any health and safety hazards. The employer must develop a monthly inspection program with their JHSC and the employer must share the results of the inspection.
- Review Injury/Incidents Reports and Investigations
- To receive, consider and make recommendations to management regarding complaints respecting the health and safety of the employees at the place of employment as necessary
- To help resolve questions arising from the right to refuse work
- To assist where necessary in hazard assessments of new or modified processes, procedures, equipment etc.
- To create awareness of the importance of occupational health and safety to all employees and promote acceptance of NBCC health and safety policies, procedures and best practices
- To ensure that health and safety education training programs are established and maintained
- To always work in compliance with legislation, NBCC health and safety policies, programs, procedures and industry best practices

RECORDER RESPONSIBILITIES:

Minutes of all health and safety committee meetings are required. Keeping a good record of JHSC activities and discussions is necessary to help ensure each concern and resolution is documented. The JHSC may elect an existing member as a recorder but it is also acceptable for the employer to provide a recorder who is not a JHSC member. (if this is the case, this person will be a non-voting member). If the recorder cannot attend a meeting, the co-chair not scheduled to lead the meeting will act as the recorder.

- Take minutes of the meeting and distribute to appropriate parties (workplace and WorksafeNB)
- Distribute (via email) the monthly JHSC minutes to the workplace and post the monthly minutes on NBCC@Work "Locations"

CONFIDENTIALITY:

All information discussed in the meetings will be held in confidence and remain internal to NBCC. Health and Safety issues will be discussed omitting names of any people who may be involved.

REVIEW SCHEDULE:

The Committee will annually review the Committee's Terms of Reference to ensure they meet the current needs of NBCC.