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A quorum shall consist of 50% plus one member on the JOHSC and must include at least 50% JOHSC Worker Representatives in attendance, and at least one Employer Representative. Quorum is required for voting within the JOHSC.

The College may send a member of the Health and Safety Department to function as a non-voting Resource at each meeting.

With the approval of the Co-Chairs, the JOHSC may invite guests to provide information, training or consulting; they will be considered as a non-voting Resource.

There must be notice of guest attendance given to the JOHSC Co-Chairs prior to the next regular or special JOHSC meeting.

The College shall appoint the Employer (Management) Representatives.⁵

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The Employer Co-Chair will be appointed by management (for a 1 year renewable term).

In the event that either Co-Chair is unable to fulfil their term, a new Co-Chair shall be selected from the corresponding representatives. Terms can be renewed from the corresponding representatives of the member seeking renewal.

Duties of chairing the meetings will alternate between both Co-Chairs. If one Co-Chair is unavailable at the meeting they are scheduled to chair, the other Co-Chair will chair that meeting.

The JOHSC is required to meet at least once each month or more often if required or needed.⁸

Special or additional meetings may be called by agreement of the Co-Chairs.

Meeting dates must be set for the following Academic year no later than January; preferably on the same day of each month, at the same location.

The JOHSC will meet monthly on the first Tuesday of each month, except September and January, when the meeting will occur on the second Tuesday of the month.

Regularly scheduled meetings will be held from 9:30 – 11:00.

If quorum is not met, the JOHSC meeting can continue for discussion purposes only (no voting) but does not qualify as a regular monthly meeting. The monthly JOHSC meeting will then need to be rescheduled to another date within the same month.

The meetings should follow an agenda which contains the following topics:

Roll call or attendance

Determination of quorum

Approval of previous minutes

Additional agenda items, review of the action items list and approval of agenda

Review of the monthly accidents and incidents, first aid reports, etc.

Review workplace safety inspections (including changes to equipment, machinery or work processes that may affect the health or safety of workers)

Review education and training

Ongoing business

Correspondence

JOHSC recommendations if any

New and other business (including review of WorkSafeBC and any other health and safety regulatory agency inspection reports)

Next meeting dates

⁸ *The Act*

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The JOHSC will endeavour to reach consensus on all recommendations.

When there is no consensus, or the Co-

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All members of the JOHSC will endeavor to be trained in how to conduct investigations, assessments, inspections etc. These include incident investigations, workplace inspections, violence risk assessments, hazard assessments, working alone assessments, ergonomics and MSI assessments, etc.

- a. The worker Co-Chair shall designate two Worker Representatives each month to

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- f. Inspectors should review any safe work procedures for each area in order to identify and record unsafe actions or work methods.
- g. Any high-risk hazards and unsafe work practices requiring immediate correction must be immediately brought to the attention of the area supervisor and/or the Health and Safety Department for remedy without delay, pursuant to 3.9.
- h. Following completion of the inspection, the inspection notes, summary inspection report (Appendix B), and any supporting materials (pictures) will be shared electronically by the members performing the inspection and forwarded to the Health and Safety Department for review.
- i. A corrective action report for each hazard and unsafe action or work practice identified in the summary inspection reports will be prepared by the Health and Safety Department and provided for the Committee to review.
- j. Summary inspection reports and corrective actions shall be discussed by the Committee at the monthly meeting following the inspection. Any outstanding item(s) shall be placed on the action i

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- i. JOHSC meeting schedule
- ii. Names of all JOHSC members
- iii. Terms of Reference for the JOHSC(s) and site or local JOHSCs as applicable
- iv. JOHSC agendas
- v. JOHSC minutes (including sufficient details in order to explain agenda items, discussion, recommendations, follow-up, timelines, persons responsible, etc.)
- vi. Accident and incident investigations and reports of corrective action
- vii. Copies of worksite inspection reports and reports of corrective action
- viii. Worksite inspection schedules
- ix. Employee training records
- x. JOHSC member training records
- xi. Inspections, assessments, investigations, etc. including investigations, workplace inspections, risk assessments, hazard assessments, working alone assessments, ergonomics and MSI assessments, etc.
- xii. First aid statistics
- xiii. Time loss injury statistics
- xiv. Injury statistics (non-time loss)
- xv. Near miss statistics
- xvi. Any other reports and documents as required by legislation or regulation.

Any medical information or personal information related to WorkSafeBC claims, incident or accident reports or any other information prohibited by legislation or regulation will be kept confidential by the JOHSC.

The JOHSC Co-

The following applies to training for the JOHSC members:¹⁹

The Occupational Health and Safety Regulation 3.27(2) and (4) establishes mandatory minimum training and education requirements for new JOHSC members and Worker Health and Safety Representatives.

The College must provide the educational leave without loss of pay or other benefits. All reasonable costs associated with the training course will be paid for or reimbursed to the worker by The College. Reasonable costs include parking, lunch and travel if outside of the home campus location.

Travel outside of the Okanagan Region must be pre-approved by the Health and Safety Department.

New JOHSC members are required to be provided eight (8) hours of Employer-paid training as soon as practicable but no more than six (6) months after being selected in accordance with the mandatory list of topics provided in 3.27(2) and (4).

Additionally, all JOHSC members are entitled to eight (8) hours of Employer-paid annual educational leave or a longer period if prescribed by legislation or regulation, for the purposes of attending occupational health and safety training courses. This is in addition to any other collective agreement entitlements.

The Worker Representatives on the JOHSC shall choose what training they receive, in consultation with their union.

A member of the JOHSC may designate another member as being entitled to take all or
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The following pages contain the inspection check list form that should be used for inspections of office spaces

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