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

- a) A minimum of 4 members;
- b) Worker Representatives (workers who do not exercise managerial functions) and Employer Representatives (management workers who exercise managerial functions);
- c) At least half of the members must be Worker Representatives; and,
- d) Two Co-Chairs, one selected by the Worker Representatives and one selected by the Employer Representatives.

- e) Suggested Committee membership should include the following groups:
  - i. At least one representative(s) from each bargaining unit (BCGEU Support Staff, BCGEU Vocational Instructors, and OCFA);
  - ii. At least one representative from the Administrative Association;
  - iii. A representative from each Portfolio present at that workplace;
  - iv. A representative from Campus Planning/Facilities Management.

An individual member may represent more than one group on the Committee.

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

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



- b) The committee will meet monthly on a mutually agreed upon time, depending on committee member's availability.
- 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 (as defined in 2(f)). If quorum is not met, the co-chairs will call a special meeting.
- 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) Meeting are to be scheduled for 60 minutes.
- g) The committee will add procedures it considers necessary for the meetings.

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

- 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

- 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 meetingui pae0.0000oTm

- 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 located in the staff room.

#### 11. Terms of office

- a) Committee members' appointments will not have a specific term.
- b) Membership will be reviewed every three years. If there is a drastic change in membership, a special meeting will be held at the call of the co-chairs.
- c) If a member of the committee chosen by the workers is unable to complete the term of office, the Worker Representative is to be selected according to the procedures established or agreed on by the bargaining unit, including their local bylaws and collective agreements if applicable. For workers not represented by a union, the Worker Representative is to be elected by secret ballot, subject to a vote if applicable.
- 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.

#### 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

16. Education and training

17. Amendments

