

3.0 Joint Occupational Health and Safety Committee

3.1 Joint Occupational Health and Safety Committee (JOHSC) Terms of Reference

3.1.1 Membership

- I.** The Joint Occupational Health and Safety Committee (JOHSC) consists of four representatives from the employer, four representatives from the employees and one representative from the Student's Union, unless the JOHSC deems the number of persons to be as many as agreed to by the committee.
- II.** The Employee representatives (and Alternates) shall be appointed or elected by their respective groups; CAW, CUPE, PAC and faculty for a three (3) year term.
- III.** The Student's Union President or Designate shall appoint a student representative and shall stand a one (1) year term.
- IV.** The Employer's representatives shall be appointed by the President of the University or Designate for a three (3) year term.
- V.** Alternates shall be appointed or elected and attend JOHSC meetings for which the general member cannot attend.

3.1.2 Rotation of Members

- I.** The JOHSC membership shall be reviewed annually.
- II.** Any JOHSC member (and Alternate) shall be eligible for re-appointment or for re-election.
- III.** Alternate members may replace outgoing members and new alternate members will be chosen.
- IV.** Rotation shall be no more than fifty percent of the committee at any one time to ensure continuity and effectiveness of the committee.

3.1.3 Election of Chair

- I.** The JOHSC shall have a Chairperson elected at the first Annual meeting in September.
- II.** The Chair position will normally alternate between Employer and Employee groups from year to year.
- III.** The terms of office for the Chair shall be one (1) year.
- IV.** If a vacancy in the office of the Chair occurs, the committee will elect a pro-tem Chair to perform the duties of the Chair.

3.1.4 Election of Secretary

- I.** The JOHSC shall have a Secretary elected at the first Annual meeting in September.
- II.** The Secretary position will normally alternate between Employer and Employee groups from year to year.
- III.** The term of office for the Secretary shall be one (1) year.
- IV.** In the absence of the Secretary, the Committee shall elect an alternate Secretary.
- V.** If a vacancy in the Office of Secretary occurs, the position shall be filled by election at the first subsequent meeting of the Committee.

3.1.5 Duties of Joint Occupational Health and Safety Committee Members will be:

3.1.5.1 The Chair will:

- I.** Preside over the meeting of the JOHSC and ensure it is conducted in a democratic and orderly manner.
- II.** Arrange for a suitable meeting place and notify the JOHSC members of the location.
- III.** Review minutes prior to distribution and posting.
- IV.** Ensure that the agenda and minutes are circulated in writing to members at least five (5) business days prior to the meeting.
- V.** Forward copies of all reports and minutes of meetings to the President of the University or Designate.
- VI.** Maintain committee records including attendance, all minutes and correspondence.
- VII.** Ensure all members of the JOHSC attend meetings on a regular basis and are meeting the requirements of the position to which they were appointed.
- VIII.** Report to the JOHSC of any incoming correspondence.
- IX.** Inform the JOHSC of any incident/accident reports or concerns/complaints that have been directed to the JOHSC for consideration.
- X.** Require the review and analysis of reported incidents, investigations, inspections and recommendations from the JOHSC.
- XI.** Ensure recommendations by the JOHSC are sent to the President of the University or Designate for approval.
- XII.** Ensure information concerning the activities of the Occupational Health and Safety Program are communicated throughout the organization.
- XIII.** Perform any other tasks assigned by the JOHSC or required by legislation.

3.1.5.2 The Secretary will:

- I. Record and prepare the minutes of all meeting.
- II. Provide a written report of minutes to the Chair within five (5) working days following any meeting for the distribution to all members of the Committee.
- III. Ensure approved minutes and other relevant correspondences are distributed to Committee members for posting within ten (10) working days following any meeting.
- IV. Distribute information concerning the activities of the JOHSC as directed by the JOHSC or the Chairperson.
- V. Any other duties as directed by the JOHSC or required by legislation.

3.1.5.3 The Committee members (and Alternates) will:

- I. Attend committee meetings.
- II. Ensure approved minutes and other relevant correspondences are distributed for posting within fifteen (15) working days following any meeting.
- III. Notify the Chair or Secretary if unable to attend.
- IV. Receive and bring forward health and safety issues from areas of representation.
- V. Set examples to fellow workers by observing healthy and safe work practices and procedures.
- VI. Promote and support health and safety activities throughout area of representation.
- VII. Contribute ideas and make suggestions to improve health and safety in the workplace.
- VIII. Participate in JOHSC inspections and investigations as required and directed by the JOHSC.

For Further information please refer to Section 8 to review a copy of the
Nova Scotia Occupational Health and Safety Act

- IX.** Participate in committee activities and on subcommittees as required.
- X.** Acquire a level of knowledge and education with regard to health and safety issues in the workplace.
- XI.** If a member of the JOHSC is unable to attend a meeting, that member is responsible for notifying the alternate of the meeting time and place and the fact that the alternate is to attend.
- XII.** Any other duties as directed by the JOHSC or required by legislation.

3.2 Joint Occupational Health and Safety Meeting Procedures

- I.** The JOHSC will meet at least once a month, at such time and frequency as agreed to by the Committee.
- II.** The first meeting in September shall be designated the annual meeting.

3.2.1 JOHSC Agenda

- I.** The agenda shall be developed by the Chair of the meeting and distributed five (5) working days prior to the meeting to all JOHSC members.
- II.** Any members who has an issue for discussion at the meeting must notify the Chair prior to the date for finalizing the agenda.
- III.** The JOHSC can amend the agenda at the meeting, if necessary, to address last minute issues.

IV Agenda Outline

Welcome to meeting

- 1.** Approve minutes of last meeting.
- 2.** Business Arising from the minutes.
- 3.** Correspondence since last meeting.
- 4.** Update on health and safety issues.
- 5.** Report from University Health & Safety Officer.
- 6.** New Business.
 - Review training/education requirements.
 - Training/education recommendations
 - Review incident/accident investigations.
 - Incident/accident report recommendations.
 - Review work refusal reports.
 - Work refusal recommendations.
 - Review safety inspections.
 - Safety inspection recommendations.
 - Review next inspections and due dates.
 - Review hazardous assessment Reports.
 - Hazardous assessment recommendations.
 - Reports from sub-committee(s).
 - Sub-committee recommendations.
 - Any other items the JOHSC deems applicable.
 - Set date for next meeting.
- 7.** Adjournment – time.

3.2.2. Minutes

- I.** Approved minutes are circulated in writing to members at least five (5) working days prior to the meeting.
- II.** Posting of approved minutes and other relevant correspondence shall be within fifteen (15) working days following a meeting on the JOHSC bulletin boards.
- III.** The JOHSC shall approve all minutes at the first meeting following the meeting for which minutes were produced.
- IV.** Any changes to the minutes shall be made by the Secretary and noted in the following minutes.

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3.2.3 Record Keeping

- I. The following reports, records and information shall be maintained for the JOHSC by the University Occupational Health and Safety Officer.
- Meeting Minutes.
 - Written concerns/complaints reports.
 - Incident/accident reports.
 - Record of accident/investigation reports.
 - Records of safety inspections.
 - Correspondence
 - Department of Labour Written Orders
 - Work Refusal Report
 - Written Recommendations
 - Written Request for Information
 - University's Response to Recommendations
 - Any other relevant information

3.2.4 Emergency Meetings

- I. An emergency meeting of the Committee may be called by the Chair without minimum notice. (refer to quorum, section 3.2.5)
- II. Where the Chair is not available or Committee Members cannot agree on the need for an emergency meeting, an emergency meeting can be called where four (4) members of the JOHSC agree to the meeting. At least one (1) member must be a representative of the Employer.

3.2.5 Quorum

- I. A quorum for JOHSC at a **regular** meeting shall be five (5) members of the committee or alternate(s).
- II. A quorum for the JOHSC at an **emergency** meeting shall be four (4) members of the committee or alternate(s), and must have equal representation from both the Employer and the Employee groups.

3.2.6 Attendance

- I.** It is the responsibility of the Chair to encourage all members of the JOHSC to attend meetings on a regular basis.
- II.** If a committee member misses two (2) consecutive meeting without a valid reason, the JOHSC shall determine whether or not the member will be removed from the committee and a new member appointed.
- III.** If a committee member misses two (2) consecutive meetings with a valid excuse, the JOHSC shall determine whether or not the member shall be removed from the committee and/or a request be made to determine whether or not the member should remain on the committee.

3.2.7 Training

- I.** All members and alternates shall be provided basic training on the duties of being a member of the JOHSC. Specifics of such training will be determined by the JOHSC.

3.2.8 Follow-up

- I.** The JOHSC shall conduct follow-up investigations whenever necessary to ensure proper action has been taken to resolve identified health and safety concerns.