

### Joint Health and Safety Committee

Blitz Personnel believes that a Joint Health and Safety Committee (JHSC) is an integral part of the company's Health and Safety Program and internal responsibility system (IRS). The JHSC's role is to act as the internal auditor of the health and safety program and the principle of internal responsibility means that the employer and the assignment employee share responsibility for health and safety in the workplace according to The Occupational Health and Safety Act and Regulations. Through continuous joint efforts of communicating recommendations and actively supporting all health and safety practices, Blitz Personnel is committed to support the JHSC committee and ensuring it meets all legislative requirements.

### Joint Health & Safety Committee

The following terms of reference, as agreed by the committee and management, are intended to help the company function in a manner which best suits the health and safety needs of Blitz Personnel. Blitz Personnel staff and assignment employees are expected to be familiar with the various procedures, powers, functions, duties, etc., as outlined in the following pages.

### Purpose/Objectives of a JHSC

Acts as an advisory body that promotes awareness of safety issues and recognizes workplace risks and deals with these risks.

1. To monitor the Health and Safety policy and make recommendations where necessary.
2. To inspect the workplace on a monthly basis, review the workplace risk assessment on an as needed basis, and assist in accident investigations as required by legislation or company policy when deemed necessary.
3. To carry out all the legislative duties and responsibilities of the committee as required by the Occupational Health and Safety Act.
4. To identify potential or existing hazards of materials, processes or equipment, and make recommendations for solutions to management.
5. To foster co-operation and open dialogue between all assignment employees of Blitz Personnel on all matters relating to the Occupational Health and Safety Act and Regulations.
6. To provide leadership in matters relating to Health and Safety whenever the opportunity presents itself.
7. To respond to assignment employee concerns related to workplace violence and/or harassment.

### Composition & Legislative Requirements of a JHSC

Under the Act, JHSC are required in workplaces where:

- 20 or more employees are regularly employed;
- A designated substance regulation applies or;
- A toxic substance applies.

The requirement for a JHSC varies depending on the number of employees within your workplace.

| # of Employees | Requirements  |
|----------------|---|
| 1-5            | No legislative requirements for a JHSC or an Health & Safety Representative unless your workplace uses designated substances.   |
| 6 – 19         | Required to have 1 Health & Safety Representative (Worker) who is selected by the employees they represent. The Health & Safety Representative is required to have formal training in his/her Health and Safety responsibilities.                             |
| 20-49          | Required to have a JHSC. The committee must have at least two (2) certified members (1 Management Representative & 1 Worker Representative). At least half of the committee members must be worker representatives, selected by the employees they represent. |
| 50+            | Required to have a JHSC. There has to be a minimum of at least four (4) members – but only 2 are required to be certified members. At least half of the committee members must be worker representatives, selected by the employees they represent.           |

- Management co-chair(s) are to be nominated by management.
- Worker co-chair(s) are to be appointed by worker members.
- JHSC committee needs to be equally divided (Management & Workers).
- A 1-year term is recommended and should be staggered between management and worker members to allow continuity.
- Vacancies should be filled as quickly as possible.

#### Health and Safety Committee Training

1. To be effective problem solvers, the committee will have a basic understanding of current legislative requirements and technical issues such as plant processes and layout; machinery hazards and methods of guarding; fire protection/emergency procedures; lifting equipment and their hazards; industrial hygiene such as noise, dust, fumes, toxic substances and first aid requirements.
2. To have special skills and be trained on accident investigation; workplace inspection; hazard recognition and control; basic health and safety talks.
3. It is recommended that members should attend at least 4 hours of training per year. This training may be in the form of seminars/courses.

#### Selection of Management Representative

The employer selects representatives based on their health and safety knowledge and in relation to the duties of their work.

#### Selection of Worker Representative

1. Workers are notified of Joint Health and Safety Committee members in the workplace by posting a notice in a common public place.
2. Workers are advised that at least half of the committee members must be selected by them and among themselves.
3. During the election process, a notice will be posted on the board requesting candidates to sign the bulletin. If there is only one candidate that signs his/her name on the bulletin, he/she will automatically be selected.
4. If there is more than one candidate, an election by secret ballot will be organized.

#### Selection of Members Designated to be certified

The same selection process stated in the selection of worker representative will apply in the event no one in the committee is certified. The employees who are nominated as the worker representatives the workers shall select who will obtain the certification.

#### Replacement of Certified Member

A replacement shall take place within reasonable time in the event that a certified member is no longer able to perform his/her JHSC duties.

#### Selection of Co-Chairperson(s)

The members representing workers and the members representing management shall each select one "Co-Chairperson".

#### Responsibilities of Co-Chairperson(s)

Committees are legally required to have co-chairs. Co-chairs assist in organizing and running the meetings. They also ensure that agenda items are discussed, that conclusions are reached and that recommendations are clearly presented to the employer in writing.

Additional Responsibilities include:

1. Scheduling meetings and notifying members of meetings.
2. Preparing agendas.
3. Presiding at meetings.
4. Ensuring that all agenda items are addressed and that each committee member is heard and items ended with a positive decision.
5. Reviewing and approving the minutes.
6. Calling elections as per established procedures.
7. Inviting specialists or resource persons as required.

#### Meetings

The Committee is required to meet every three (3) months, four (4) times per year. The times, dates, and locations for these meetings must be pre-determined by the Committee. All 4 meetings within the fiscal year need to be posted in a high traffic area so that it's visible and accessible to all assignment employees and internal employees to make reference to. *(A JHSC Meeting Dates Schedule form has been included in this section for you to post).*

#### Agendas

Agendas are to be prepared by the co-chairs and distributed one week prior to the meeting date. Members can add items to the agenda given that ample notice is given. The most recent agenda also needs to be posted on the bulletin board. Regular meeting agenda items might include but are not limited to the following: problems identified; review of workplace inspections; recommendations; review of accident/injury statistics; new business; any response by management to the committee; date of the next meeting.

#### **Minutes**

Meeting minutes shall be kept on file in a JHSC binder, and a copy of the most recent meeting minutes shall be posted in a high traffic area for assignment employees and internal employees' accessibility. Copies of the minutes shall be sent to each member of the committee and to any one else who needs to be informed of the committee activities. Meeting minutes will include: the date, time, and place the last meeting was held; names of all members and other persons present at the meeting; record of all items discussed and their outcome.

#### **Recommendations**

Recommendations are made when there are no established procedures, a change in procedures is required, requests for corrective action have brought no result, and/or when the problem involves more than 1 department. If the committee has failed to reach consensus about making recommendations after attempting in good faith to do so, the co-chair of the committee has the power to make written recommendations to the employer (Section 9 subsection 19.1 of the Occupational Health & Safety Act). Please refer to following recommended guidelines.

#### **Guidelines for Making Recommendations**

In developing recommendations, committees must:

- ✓ Define the problem.
- ✓ Collect all necessary information: description of the process and workplace layout; history/details of previous accident and investigations; comments and suggestions from supervisors and workers in the area of concern; maintenance schedules and manufacturers specifications.
- ✓ Consider all possible solutions are taking into account: the actual and potential seriousness of the problem; the range of possible solutions; the practicality of the solution being recommended.

#### **Quorum**

Every meeting must have the number of management and worker representatives required to effectively carry out its business. The number in the quorum is established by the JHSC.

#### **Monthly Workplace Inspections**

The JHSC has the responsibility to inspect the workplace on a monthly basis. More specifically, a worker member (preferably certified) is designated by other worker members to conduct the monthly inspections. This task, however, can be shared between worker members. The worker member assigned to carry out the monthly inspections has the duty to inform the JHSC of hazardous situations. He/she also has to identify the hazards and as a group the JHSC will make recommendations to the employer on health and safety issues.

1. An inspection of Blitz Personnel's workplace will be scheduled to take place once per month.
2. Information will be obtained from the employer on existing hazards of material(s) and process.
3. The inspection will identify situations (acts and/or conditions) that may be hazardous to people, cause damage to equipment and loss of material/process. Serious concerns will be dealt with on an individual basis.
4. Results of the inspections shall be included with the minutes of the meetings for distribution and posted on bulletin board in a high traffic area for all assignment employees, applicants and internal staff's accessibility.
5. Inspection reports will be given to the designated manager for implementation of recommendations. Written recommendations will be responded to within twenty-one days in writing.