Joint Occupational Health and Safety Committee (JOHSC) are required by regulation for each workplace where 20 or more workers are regularly employed. For municipalities who have fire departments, the fire department must have a separate JOHSC. At minimum a municipality would have two committees: site wide/central JOHSC and a fire department JOHSC.

The committee should be comprised of both employer and worker representatives. The employer representatives must be selected by the employer. The worker representatives must be selected by workers at the workplace by secret ballot. When workers are represented by a union, the worker is selected according to the procedures established by the union(s). Overall, a committee must have at least four members, at least half the members must be worker representatives and there must be 2 co-chairs (one selected by worker representatives and one by the employer representatives).

**Duties and Functions:**

JOHSC’s play an important role in the workplace. There are many safety activities the members may be involved in:

* Participate in inspections, investigations, and inquiries;
* Ensure investigations and regular inspections are being carried out;
* Identify unhealthy or unsafe situations;
* Provide recommendations on programs, policies and procedures; and
* Advise the employer on proposed changes.

**How to Make Recommendations?**

Committee members have an opportunity to make a significant difference in the workplace. Raise concerns, advise and provide recommendations to the employer.

* Informal recommendation: issue can be dealt with by a member of the committee without further consultation or approval needed. Document informal recommendations and action taken in committee minutes.
* Formal recommendation: issue can not be dealt with by the committee. The co-chairs or other committee members will write a proposal to the employer outlining recommended course of action. The employer must respond to the committee within 21 days of receiving the request.

**Daily Activities:**

* Clearly define JOHSC functions with a Terms of Reference (ToR) document.
* Meet regularly, at least once a month.
* Take meeting minutes and ensure it reports on committee involvement in safety activities as noted in ToR.
* Post ToR, and at least the last three safety meeting minutes on a central bulletin board or internal website.
* Post names and work locations of committee members.
* Training: complete mandatory training as a new member and annual training thereafter.
* Conduct an annual written evaluation.



**For more on JOHSC Evaluations view the video:**



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| **MEETING DESCRIPTION** |
| **Meeting Date:** |  | **Time:** |  |
| **Location:** |  | **Supervisor:** |  |
| **Number in Crew:** |  | **Number Attended:** |  |
| **Attended By:** |  |  | **Absent** |
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| **REVIEW ITEMS FROM PREVIOUS MEETING** | **INCIDENTS/INJURIES REVIEWED** |
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| **TOPICS DISCUSSED** |
| 1. **Joint Occupational Health & Safety Committees**
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| **WORKERS CONCERNS** |
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| **CORRECTIVE ACTIONS TO BE TAKEN** |
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| **MEETING CONDUCTED BY** |
| **Supervisor:** |  | **Manager:** |  |
| **Date:** |  | **Date:** |  |