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# NEW JH&SC MEMBERS WHAT YOU NEED TO KNOW



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“HEALTH & SAFETY: PROFESSIONAL & PERSONAL”

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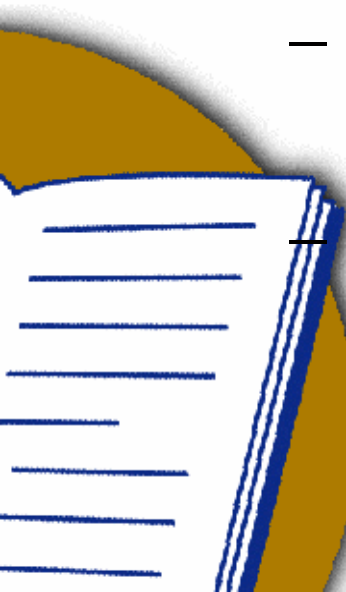


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# Objectives

- **Identify the legislative requirements for a JHSC**
- **Describe the powers, functions and duties of JH&SCs**
- **Review and understand the format and structure of an effective JHSC**
- **Describe activities of an effective JHSC\***





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# The Internal Responsibility System

- **Employers / supervisors / workers all have responsibilities**
- **Interlocking set of duties, obligations and rights**
- **Government determines if duties and obligations are performed**
- **JHSC ensures the workers' right to participate, right to know and right to refuse unsafe work\***





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# **The Purpose of a JHSC**

**To ensure health and safety concerns  
in the workplace are identified and  
addressed\***





# Legislative Requirements

- Under the *Occupational Health and Safety Act*, Sec 9(2), committees are required:
  - Where 20 or more workers are regularly employed and its composition Sec 9(6) . . .
    - Under 50 employees, at least
      - 2 JHSC members
    - Over 50 employees, at least 4 JHSC members\*





# Legislative Requirements

## Other reasons for establishing JHSC's:

- **A Designated Substance Regulation applies (*other than a construction project with fewer than 20 regular employees*)**
- **A toxic substance / physical agent order under section 33 applies**
- **When ordered by the Ministry of Labour\***





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# Composition of JHSC (I)

- **At least half of the members shall be workers with no managerial functions**
- **Worker members selected by workers and/or union**
- **Management members selected by the employer\***



# Composition of JHSC (II)

- **Co-chairs are selected by members:**
  - **Management co-chair selected by management**
  - **Worker co-chair selected by worker members**
  - **One management and one worker member to be certified**
  - **Post names & locations/phone #'s of members where they are easily accessible\***
- 



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# Certification Process

- **Basic Certification Training - Phase I**
- **Identification of “Significant” hazards specific to the workplace**
- **Phase II Training – Workplace-Specific Hazard Training**
- **For more information access the ESAO web site\***

[www.esao.on.ca](http://www.esao.on.ca)



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# **Powers, Duties & Functions**

Some important powers, duties and  
functions of the JHSC





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# **Powers, Duties & Functions (I)**

- **Identify hazardous situations and make recommendations for correction**
- **Be consulted on preparation of hazardous materials & physical agents inventories**
- **Be consulted on training for workers using hazardous materials & physical agents**
- **Be consulted on assessment and control program for designated substances\***





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# **Powers, Duties & Functions (II)**

- **Be consulted on industrial hygiene testing strategies**
- **Be provided with information regarding industrial hygiene testing strategies**
- **Be consulted and obtain information about health and safety test results**
- **Review a WSIB annual summary of workplace injury experience\***





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# Powers, Duties & Functions (III)

- **Be provided with results of reports in employer's possession**
- **Be bound by confidentiality requirements of the *Act***
- **Obtain information from the employer respecting:**
  - **identification of health and safety hazards**
  - **health and safety experience of similar industries\***



# Powers, Duties & Functions (IV)

- **Meet at least once every three months**
- **Maintain, keep and post minutes of proceedings**
- **Be given time to prepare for and attend meetings and carry out other duties specified by the *Act***
- **Be paid for time spent in preparing for meetings and attending to duties for JHSC members, as specified by the *OHSA*\***



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# Powers, Duties & Functions (V)

- *To designate one worker member to:*
  - Inspect workplace conditions at least once a month
  - Investigate cases of critical injury or fatality
  - Be present during a “refusal to work” situation
  - Accompany an inspector during workplace inspections
  - Be consulted about any health and safety testing
  - Be present at the beginning of any health and safety tests\*





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# **Powers, Duties & Functions (VI)**

**With these powers and duties, the  
JHSC can contribute to an effective  
hazard recognition, assessment and  
control program\***





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# **EFFECTIVE JHSC (I)**

- **Regularly scheduled meetings and inspections**
- **Planned agenda**
- **Discussion material distributed beforehand**
- **Frequent and brief meetings\***





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# **EFFECTIVE JHSC (II)**

- **Effective communication**
- **Participation**
- **Teamwork**
- **Keeping an open mind**
- **Listening carefully to ideas\***





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# **EFFECTIVE JHSC MEETINGS (I)**

- **Identify priorities**
- **Establish meeting times**
- **Standardize agendas and minutes**
- **Prepare and distribute agendas and discussion material prior to meeting\***





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# **EFFECTIVE JHSC MEETINGS (II)**

- **Focusing on issues, not personalities**
- **Leaving your hats & Ego's at the door**
- **Respecting opinions of others**
- **Ensuring all members are heard**
- **Determining methods of resolving conflict\***





# Effective Minutes Recording

- **Established agenda items (Terms of Reference)**
- **Agreed upon format for minute recording**
- **Meeting Recorder rotated among JHSC members**
- **Meeting Recorder a non-member\***





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# Effective Filing of Minutes

- **Use of Meeting Recording form**
- **Health and Safety has a separate File Number**
- **File cabinet drawer dedicated to Health and Safety\***





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# Effective Inspections

- **Establish procedures**
- **Prepare for the inspection**
- **Conduct the inspection**
- **Report findings**
- **Make recommendations**
- **Follow-up\***





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# Effective Recommendations

- **Recognize the hazard**
- **Assess the hazard**
- **Consider possible controls**
- **Reach an agreement**
- **Submit recommendations\***





## Terms of Reference (A)

- **Statement of JHSC purpose**
- **Statement of Committee Structure considering geographical locations, departments, workplaces, and worker representation**
- **Determination of number of and role of “Certified Members” and method of selection for roles**
- **Determination of a quorum**
- **Method or system for achieving consensus\***





# Terms of Reference (B)

- **Procedures for:**
  - **Co-Chairs to facilitate operations and actions of JHSC**
  - **Dispute Resolution**
  - **Referral of issues to the JHSC**
  - **Selection of alternates and attendance protocols**
  - **Attendance of resource persons**
  - **Selections of members representing workers to:**
    - **accompany Ministry Inspectors**
    - **attend the commencement of workplace testing**
    - **investigate work refusals**
    - **investigate critical injuries\***





## Terms of Reference (C)

- **Frequency of meetings**
- **Frequency of Inspections**
- **Minutes, agendas, record keeping**
- **Method of identifying issues and selection into official recommendations by JHSC**
- **Entitlement of payment for activities required under the Act**
- **Term of office & rotation of co-chairs, members**
- **Review of JHSC and members responsibility including confidentiality and effectiveness\***





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# Importance of JHSCs

*They can:*

- **Identify and solve workplace problems**
- **Ensure health and safety concerns are acted upon**
- **Systematically address health and safety issues\***





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# Importance of JHSCs

*They can:*

- **Improve communications between management and workers**
- **Assist in the development implementation and monitoring of the health and safety program**
- **Make recommendations\***





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# **NEW JH&SC MEMBERS WHAT YOU NEED TO KNOW**

# **THANK YOU**

