

### Date

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The following was approved by the Administrator on January 13, 2010 and last amended on January 25<sup>th</sup>, 2023.

### Purpose

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To establish Rules of Procedure for the operation and function of a Joint Occupational Health and Safety Committee "JOHSC" for the District of Lake Country (the District), as required by provincial statutes.

The JOHSC is comprised of worker and employer representatives that work together in the spirit of continuous improvement to identify and resolve safety and health concerns in support of the District's Occupational Health and Safety Program.

### Policy

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#### Duties and Function

- a) Identify hazardous situations that present a risk to the health and safety of workers, and advise on effective solutions to control those hazards
- b) Consider and work to resolve safety concerns in a timely manner
- c) Consult with committee representatives on issues related to the occupational health and safety program
- d) Make recommendations to the employer to improve safety compliance and performance and monitor implementation of these recommendations for effectiveness
- e) Make recommendations to the employer on educational programs promoting the health and safety of workers
- f) Advise the employer on programs and policies required under the regulations and monitor their effectiveness
- g) Advise the employer on proposed changes to the regulation
- h) Participate in inspections as per the regulation
- i) Participate in incident investigations as per the regulation
- j) Participate in the Right to Refuse process per regulation
- k) Review and provide feedback on corrective actions resulting from incident investigations
- l) Where applicable, request information from the employer on known hazards in the workplace
- m) Carry out any other duties and functions prescribed by the regulation

#### Membership

The Joint Occupational Health and Safety Committee (JOHSC) will be comprised of one worker representative from each of the Finance and Administration, Engineering and Environmental Services, Planning and Development, Corporate Services, Protective Services, Utilities, Parks & Recreation, and

Protective Services Departments, and at least one alternate representative that will take the place of any committee member that is unable to attend the monthly meeting.

The OHS Specialist will be a part of the committee in an advisory capacity only, but will not be a voting member.

Worker representatives will constitute at least half of the members of the committee.

The employer will provide a recording secretary who will take minutes and provide clerical support.

Directors of departments will appoint at least one management representative, and one management alternate. The management representative will also serve as the management co-chair on the committee. If there is more than one management representative appointed, the management team will vote to elect the management co-chair annually.

### **Terms of Office**

Committee members will serve a two-year term with an option to extend their term if there are no other volunteers to replace them. If more than one worker representative is nominated or volunteers for a single department, those departments will be responsible for electing (via secret ballot) one member to be their representative. Management does not vote on worker positions on the committee.

### **Co-Chairs**

The worker committee members will elect a worker co-chair and alternate at the first meeting of each year via secret ballot.

The management representative will also serve as the management co-chair on the committee. If there is more than one management representative appointed, the management team will vote to elect the management co-chair annually.

### **Meetings**

Regular Safety Committee meetings will be held once a month. Special Meetings may be called by either Co-Chair to deal with situations requiring immediate or additional attention.

Four members of the Safety Committee with both management and worker representation constitute a quorum. Worker representation must always maintain a majority of the attendees at regular meetings. Management and Worker co-chairs are responsible for providing content for the meeting agenda to the recording secretary.

The OHS Specialist will provide a list of the previous month's worksafe inspections and orders, workplace inspections, incidents and corrective actions to the recording secretary for inclusion on the agenda.

The recording secretary will circulate meeting agendas to committee members 24 hours in advance, and circulate completed meeting minutes for posting on departmental safety boards within one week of the monthly meeting. Meeting minutes will be posted on departmental safety boards for a minimum of three months.

Worker representatives will review minutes monthly with their respective departments.

**Decision Making Model**

This committee will make decisions based on consensus. If agreement cannot be achieved at the regular meeting, then a special meeting may be called to address the health and safety matter. If the matter still cannot be resolved, then the co-chairs may, at their discretion contact WorkSafe to assist with investigating and resolving the matter.

**Training**

All new members as of April 3, 2017 will participate in (an) introductory joint committee course(s) within the first six month on the committee. This training must meet the requirements under section 3.27 of the regulation.

In addition, every member of the committee is entitled to eight hours of annual educational leave. The District's committee must request their training by providing the following information to the committee and the OHS Specialist:

- Length of program
- Topic and learning outcomes
- Fees
- Rationale for selection

The training or course must be safety-related and support the duties and functions of the committee. The committee will review the request as a group, and if the committee approves the training, the member will take the course information to their supervisor or manager to arrange the time off. If the committee does not approve the training, the cochairs will follow-up with the member to assist in identifying a training course or program that supports the duties and functions of the committee.

**Guests**

Guests may be invited to committee meetings at the request of the co-chair(s). Guests attending meetings do not maintain the right to vote on committee business. Guests may attend for the purpose of:

- a) Training
- b) Making a presentation
- c) Consultation

**Recommendations**

The JOHSC is a recommending body. When formal recommendations are made to management, they will put forth as a single body only when a consensus is achieved. Recommendations must be made in writing and may be emailed. Management must provide a written response to formal recommendations received by the committee within 21 days.

**Records**

JOHSC electronic files will be kept on the S drive. Records will be kept of the JOHSC meetings, inspections, incident investigations, statistics, recommendations, and safety training. A minimum of the three most recent months of JOHSC meeting minutes will be posted to departmental safety boards.

**Evaluation**

A review of the effectiveness of the committee will be done at the end of each year by committee members in advance of the annual planning session for the following year. The results of this review will be shared with the committee for their consideration in planning their annual activities.

Original signed by Alberto De Feo

Alberto De Feo  
Chief Administrative Officer

Amendment signed February 27<sup>th</sup>, 2023

Original signed by Tanya Garost

Tanya Garost  
Chief Administrative Officer