

Joint Health and Safety Committee (JHSC) Toolkit





Recipe for an effective JOINT HEALTH AND SAFETY COMMITTEE (JHSC)



RECIPE

A well-rehearsed recipe saves time and money, eliminates surprises, and secures the health and safety of those at the table. Follow this recipe for best results.



PREP IT

Gather all the ingredients and necessary tools for action.

What do you need to know?

- Understand the *Occupational Health & Safety Act* requirements for JHSCs and the consequences of non-compliance
- Based on number of employees, know the JHSC requirements for your firm (WSIB, etc.)
- Develop the JHSC Terms of Reference
- Monitor legislative changes, posting requirements, and the MOL Blitz schedule
- Stay up-to-date on safety-related information relevant to the industry
- Obtain workplace health & safety information from the employer

Safeguard your business

- Calculate costs of a JHSC to your business and include these in your budget
- Recruit worker and management representatives, per the legislative requirement
- Communicate the benefits that accrue to employees, their families, the business, and the community in having an effective JHSC
- Post names and work locations of the JHSC members in the workplace



Support your JHSC

- Schedule JHSC meetings into the business calendar
- Ensure managers understand their role, and ask for a commitment to spend the time required to participate
- Host an introductory meeting for members of the JHSC
- Host a meet & greet session to introduce staff to the JHSC team



COOK IT *Verify, inspect and consult*

Safeguard your business

- Identify actual and potential workplace risks and hazards
- Conduct regular workplace inspections, as per legislative requirements
- Participate in MOL visits, if any
- Consult with the JHSC on specific workplace programs, as mentioned in the legislation (e.g. workplace harassment, designated substances)

Support your JHSC

- Send JHSC meeting notifications and conduct regular meetings



FOR AN EFFECTIVE JHSC



SERVE IT

Document, support and discuss

Safeguard your business

- Document rigorously: training records, JHSC meeting minutes, inspection forms, workplace risks and hazards identified, employee feedback and comments, etc.
- Participate in and document inspections, incident investigations, and work refusals
- Follow the required process for recommendations:
 - Present recommendations for addressing risks to the employer in writing
 - Document follow-up on the employer's written response to recommendations
 - Document any "no response" to recommendations
 - Assist the employer in preparing a corrective action plan

Support your JHSC

- Provide ongoing formal and informal training to members (e.g. JHSC Certification Part One & Part Two, Safety, Health and the Law, and First Aid)
- Promote open discussions about issues that lead to recommendations for H&S improvements



RATE IT

Monitor, track & evaluate

What do you need to do for your business?

- ☐ Evaluate injury statistics
- ☐ Track progress of the corrective action plan
- ☐ Monitor the training record (expiration/refresher)
- ☐ Evaluate the effectiveness of the JHSC

Support your JHSC

- ☐ Track JHSC member engagement, and replace members if necessary
- ☐ Visibly recognize the work of the JHSC team



Frequently Asked Questions

Successful JHSCs achieve their goals by understanding their role within the law, and consistently following a reliable process. Here's a glimpse of how they do it.



What is a Joint Health and Safety Committee (JHSC)?

The word "joint" reflects that membership must include both workers and management. The purpose of the JHSC is to improve health and safety in the workplace. The committee does this by identifying hazards and recommending how to control them. The JHSC is an integral part of the company's Internal Responsibility System (IRS).



What is the Internal Responsibility System (IRS)?

When it comes to health and safety, there are never too many cooks in the kitchen. The IRS means everyone in the workplace is responsible for identifying risks, solving problems, and making improvements on an ongoing basis.



Who is responsible for establishing a JHSC?

Employers must establish a JHSC, depending on the number of employees. Successful JHSCs often rely on Terms of Reference so that members know what is expected of them.



What are Terms of Reference?

Terms of Reference set out committee goals and objectives, how members are selected, how long they serve, how often they meet, and what defines a quorum. The Terms also establish what the committee needs to do, who will do it and how, and how agendas and minutes will be prepared and distributed.



What is the role of co-chairs?

Each JHSC selects two co-chairs: one to represent workers and one to represent management. The co-chairs ensure that meetings run smoothly, agendas are followed, and recommendations made and tracked.



How does a JHSC member get certified?

The process of being certified is like learning the skills every cook should know. It involves completing the Basic Certification and Workplace-Specific Hazard Training, Part 1 (generic to all workplaces) and Part 2 (hazard recognition, assessment, and control). Note: certification training differs from everyday, job-specific health and safety training that employers are required to provide to workers.



Do all JHSC members have to be certified under the Ministry of Labour standards?

No. A minimum of one worker member and one manager member must be certified under the Ministry of Labour standards.



Do I have to pay JHSC members for their time?

Yes. Employers must cover the cost of time required to prepare for a JHSC meeting, attend the meeting, and carry out duties as assigned.



How often do JHSC meetings have to be conducted?

Formal meetings must be held once every three months, documented, and the minutes posted.



Where can I find more information about a JHSC?

Ministry of Labour (MOL):

www.labour.gov.on.ca/english/hs/pubs/jhsc/

Workplace Safety & Prevention Services (WSPS):

www.wsps.ca

Canadian Centre for Occupational Health & Safety (CCOHS): www.ccohs.ca



LOOKING FOR ADDITIONAL RESOURCES?

Check out these four companion pieces: Terms of Reference, Diagnostic Tool, Troubleshooting Guide and Checklist



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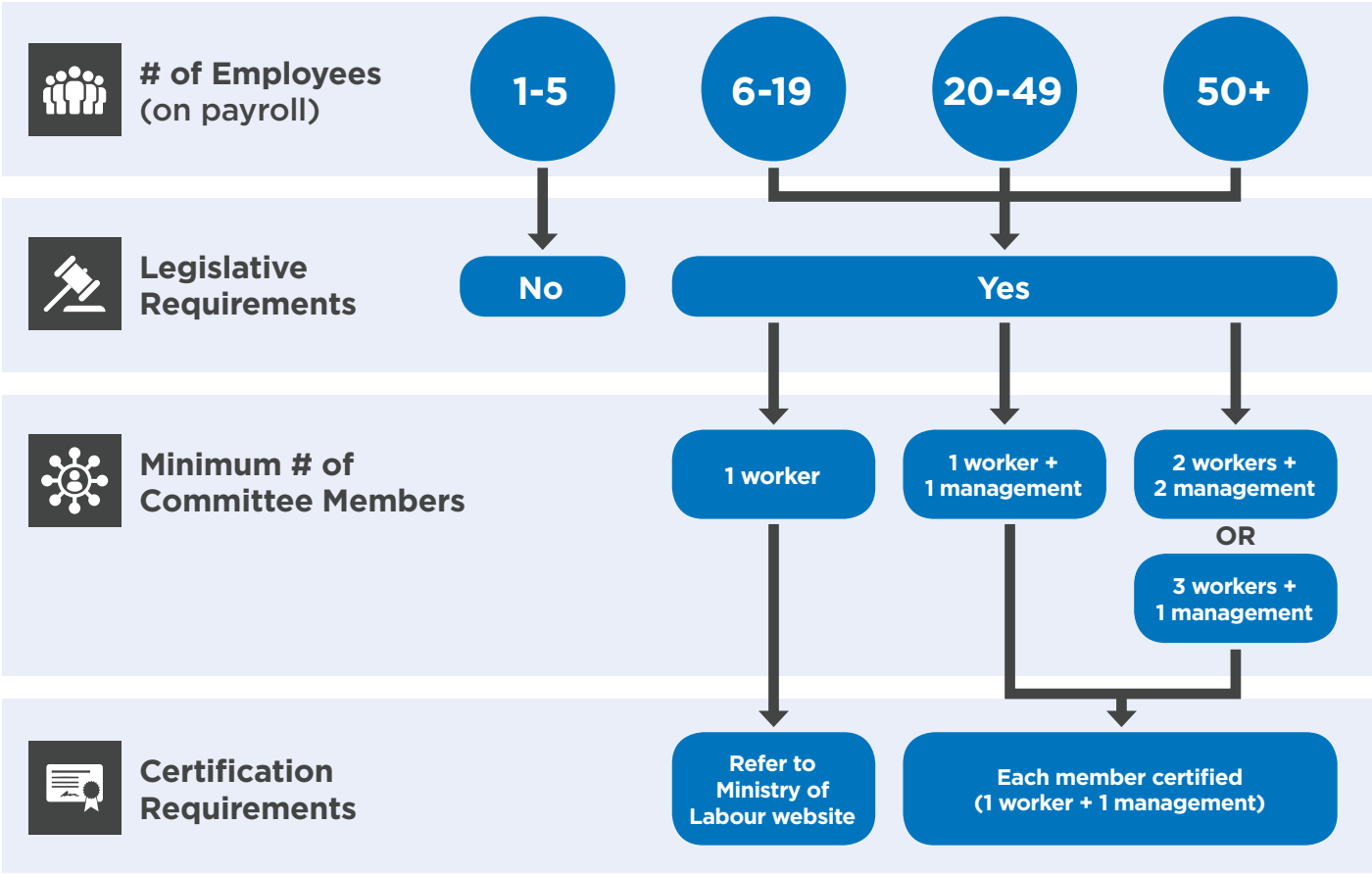
Recipe For An Effective JOINT HEALTH AND SAFETY COMMITTEE (JHSC)

Diagnostic Tool

Do you require a JHSC?

Employee headcount is the most common legal trigger for establishing a JHSC. The committee should be comprised of both workers and management employed at the workplace. At least half of the members of a

JHSC shall be workers who do not exercise managerial functions; they shall be selected either by the workers they are to represent, or by the trade union or unions that represent the workers.



Certification requirements: The process of being certified involves completing the Basic Certification and Workplace-Specific Hazard Training (Part 1 & 2).

Designated Substances: You are required to have a JHSC if a designated substance regulation applies to your workplace. For further information, please refer to the Occupational H&S Act.

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Troubleshooting Guide



When your JHSC is not working

Recruitment

🚩 Red Flags

✅ What you can do

A. Negative workplace culture

Encourage senior leaders to show their commitment to health and safety by connecting the dots between health, safety, and worker well-being. Coach them on how and when to promote and praise the JHSC.

B. Recruitment

Make the recruitment process as simple as possible. Provide clear information to help workers understand their role and the role of the JHSC. Reassure them that basic training and ongoing support will be provided.

C. Time constraints

Reinforce that workers will be paid for time spent on JHSC activities.

D. Benefits unknown

Communicate what workers stand to gain; e.g. recognition, incentives, and professional development on such job skills as problem solving, teamwork, how to run efficient meetings, how to provide input / feedback.

Participation

🚩 Red Flags

✅ What you can do

A. Time constraints

Schedule meetings and JHSC activities based on members' availability. Create subcommittees to handle specific tasks, allowing JHSC meetings to focus on other priorities.

B. Lack of motivation

Provide role clarity and set expectations. Put committee members on first aid duty. Involve them in incident reviews to improve their investigation skills. Commend them for their efforts in front of their peers.

C. Boring meetings

Focus meetings on setting achievable objectives and celebrating results. Encourage members to share their knowledge and experience in resolving workplace health and safety issues and in participating in inspections and special projects.

D. Lack of attendance

Send out meeting dates and agendas well in advance. Delegate responsibility by assigning members to report on agenda items. Reward perfect meeting attendance.

Effectiveness

🚩 Red Flags

✅ What you can do

A. No proper goals, objectives & evaluation

Create a vision for the committee. Set JHSC Terms of Reference. Communicate goals, objectives and the evaluation process. Ask members to share their views of committee and meeting effectiveness. Ask for ideas and solutions, and then implement them.

B. Lack of direction

Set short-term objectives that are relevant and attainable.

C. Lack of knowledge

Provide members with orientation to workplace health and safety legislation in bite-size pieces. Do members have the skills and knowledge they need to perform their role/ function? Provide training to close gaps.

D. Leadership engagement

Encourage senior leaders to participate in JHSC activities and attend occasional meetings. Follow up with leaders for their response to committee recommendations. Track all recommendations made to the employer until they are resolved. Make health and safety an ongoing priority in your workplace by building it into frequent conversations between managers, supervisors, and workers, and making it a standing agenda item in routine business meetings.

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Terms of Reference



Purpose

A Joint Health & Safety Committee comprises worker and employer representatives who work together to promote and support a safe and healthy working environment, with a focus on prevention.

Composition

- a. Membership on the committee will consist of an equal number of worker and employer representatives, with the minimum number of members determined by the Occupational Health & Safety Act (OHSA), based on the number of people employed by the organization.

Member Selection

- a. At least half the committee members must be workers, democratically selected by workers.
- b. If the workers do not select members, after being given the opportunity to do, the employer must seek out and assign persons to act as worker representatives.
- c. The employer selects the remaining members from the group of employees who exercise managerial functions, ideally at the work location so that they have knowledge of operations.
- d. All members must be active employees of the organization.

Terms of Office

- a. Committees must be co-chaired by two members: one who represents workers, the other who represents managerial functions.
- b. Terms of both co-chairs and committee members will be staggered to allow continuity.
- c. A replacement member for a worker representative of the committee unable to complete a term of office will be selected by workers, and for employer representatives by the employer.

Duties and Functions of the Committee

- a. Raise awareness of health and safety in the workplace, and identify situations that may be unhealthy or unsafe for workers.
- b. Develop written recommendations for the employer that address health and safety risks, and that improve policies, and training and awareness programs.
- c. Monitor the effectiveness of recommendations.
- d. Work with workers and the employer on changes that affect workplace health and safety.
- e. Ensure that workplace inspections and accident investigations meet regulation requirements.
- f. When appropriate, request information from the employer about:
 - i. Known or reasonably foreseeable health and safety hazards to which workers in the workplace are likely to be exposed;
 - ii. Health and safety experience, practices, and standards in similar industries.

Records

- a. The committee will keep accurate records of all matters that are tabled, and will maintain a record of meeting minutes.
- b. The committee will post meeting minutes in the workplace or on the company's intranet.

Training

- a. Committee members will receive training to help them effectively perform their duties, including workplace inspection and accident investigation.
- b. Certification training will be provided, according to the regulation, to designated worker and employer representatives as soon as practical.

Selection of Co-Chairs

- a. Co-Chairs will be selected from the committee membership.
- b. Worker representatives will select the worker co-chair; employer representatives will select the employer co-chair.
- c. The co-chairs will:
 - i. Arrange the meeting venue, and prepare and circulate the agenda and other correspondence in advance of the meeting;
 - ii. Review previous meeting reports and material prior to the meetings;
 - iii. Prepare meeting reports and forward to the employer for distribution;
 - iv. Prepare written recommendations and forward to the employer for response.

Meetings

- a. The committee will meet not less than once every three months, according to the regulation, or more frequently as determined by the committee.
- b. Special meetings may be called by the co-chairs.
- c. Guests may be invited to attend meetings.
- d. The schedule of meetings will be pre-determined for the calendar year.

Agendas & Minutes

- a. Co-Chairs will prepare the agenda and distribute it to members a week prior to the meeting.
- b. On a rotating basis, one co-chair will lead the meeting while the other co-chair takes notes and prepares the meeting minutes.
- c. The minutes of each meeting will be prepared as soon as possible after the meeting and made available to Joint Health & Safety Committee members, the employer, and workers.

Time to Perform Committee Functions

- a. Joint Health & Safety Committee members are entitled to time away from regular duties to:
 - i. Attend meetings of the Joint Health & Safety Committee;
 - ii. Prepare for meetings, and perform other functions of the committee, such as workplace inspections and accident investigations, as is reasonably necessary.
- b. Performing functions as a member of the Joint Health & Safety Committee is deemed to be time worked, and the employer must pay the member for this time.

Review & Amendments to the Terms of Reference

- a. The Terms of Reference will be reviewed by the committee at the start of each calendar year.
- b. The Terms of Reference may be amended by a majority vote of the committee members.

Note: Terms of Reference have helped many joint health and safety committees to reach their goals; however, they are not mandatory.

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Checklist

PREP IT

- ☐ Do you understand the *Occupational Health & Safety Act* requirements for JHSCs and the consequences of non-compliance?
- ☐ Have you identified expectations and clarified roles & responsibilities for your committee?
- ☐ Have you obtained health and safety information from the employer?
- ☐ Have you provided training?
- ☐ Have you posted a list of committee members for staff?
- ☐ Are you organized for the first meeting; e.g. agenda, meeting time, date and place?

SERVE IT

- ☐ Have you completed and documented inspections, incident investigations, work refusals, meeting minutes and training records?
- ☐ Have you documented workplace risks and hazards identified during inspections?
- ☐ Are you promoting open discussions on issues that lead to recommendations for health & safety improvements?
- ☐ Have you presented, in writing, your recommendations (with facts and evidence) to the employer?
- ☐ Have you assisted the employer in preparing a corrective action plan?
- ☐ Have you documented follow-up on the employer's written response to recommendations?

COOK IT

- ☐ Have you consulted with the JHSC on the effectiveness of specific workplace programs, as mentioned in the legislation; e.g. workplace harassment, designated substances?
- ☐ Are you conducting regular workplace inspections, as per legislative requirements?
- ☐ Have you identified the actual and potential workplace risks and hazards and evaluated them?
- ☐ Have you recommended corrective action to the employer?
- ☐ Have you followed up on implemented recommendations?
- ☐ Have you participated in MOL visits, if any?

RATE IT

- ☐ Do the co-chairs have strong interpersonal skills; e.g. effective communication, conflict resolution, and presentation/facilitation?
- ☐ Did you evaluate injury statistics?
- ☐ Are your recommendations sound and can you defend them?
- ☐ Did you track progress of the corrective action plan?
- ☐ Did you monitor training records (expiration/refresher)?
- ☐ Are you getting the support you need from senior management in promoting a workplace safety culture?

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