



## JHSC Duties

### *DUTIES:*

Member duties are clearly defined below. These duties are to remain posted on the safety bulletin board.

### *CHAIRPERSONS:*

- Arrange for meeting room.
- Notify members of meeting.
- Prepare an agenda and distribute.
- Invite specialists or guests as required.
- Preside over meeting.
- Guide meeting as per agenda.
- Ensure Committee carries out its functions.
- In addition, all duties of a member

### *SECRETARY:*

- Prepare minutes of meetings.
- Distribute minutes (after approval).
- Keep permanent records.
- Report on status of recommendations.
- Assist Chairperson as required.
- In addition, all duties of a member.

### *MEMBERS:*

- Attend all Committee meetings.
- Promote Health and Safety at all times.
- Report unsafe conditions and acts.
- Report all accidents or near accidents.

- Contribute ideas and suggestions for improvement of safety standards.
- Influence others to work safely.
- Provide feedback on other workers suggestions.
- Promote and monitor compliance with Health and Safety regulations.
- Attempt to raise Health and Safety standards.
- Identify and correct hazards.
- Make recommendations, I.E. the purchase of safety training materials.
- Carry out inspections on a regular basis as described in the OHSA.
- Monitor effectiveness of Health and Safety program.
- Assist with the development of Health and Safety rules.
- Investigate Critical Injuries.
- Accompany Ministry of Labour Inspectors.
- Assist with the development of safe work practices.
- Approve all safety related training programs for staff.
- Always come prepared for meetings.

*Authority:*

The Committee does not have decision-making authority, but rather its role is to provide recommendations. Through group participation and consultation, recommendations are made to strengthen Health and Safety efforts.

Recommendations shall be submitted to the senior operating officer and a *response will be provided to the JHSC within 21 days.*

*Meetings*

- Committee will meet at least once a month.
- 100% attendance must be achieved at all times.
- Schedule meeting well in advance.
- Never postpone meetings unless it is a pressing emergency.
- Meetings should start on time.
- Meeting place should be quiet, comfortable and without interruption.
- Prepare an agenda for each meeting. Agenda should be distributed before meeting.

Suggested format of AGENDA:

- A. Call Meeting to order.
- B. Roll call by secretary.
- C. Introduction of any visitors.
- D. Approval of minutes.
- E. Unfinished business.
- F. Reports - inspections; accident investigations; statistics.
- G. New business.
- H. Set time date and location of next meeting.
- I. Set time date and location of next inspection.
- J. Adjournment.

Primary function of committee is to make RECOMMENDATIONS of potential or existing hazards. A recommendation should include the following:

- Identification of hazard.
- Potential consequence if not corrected.
- Potential loss incurred by such consequence, both human and financial.
- Recommendation to eliminate or correct hazard.
- Cost of implementation.

Minutes of all meeting must be kept on file and made available to all employees by posting. Minutes should include the following details:

- Time and date of meeting.
- Who attended.
- Items discussed.
- Reasons for recommendations.
- Time and date of next meeting.

Minutes to meetings should be retained for a minimum of two (2) years.

Keep meeting informal and promote free and frank discussions. Formalities should not dominate the meeting.