

**Category:** Health & Safety

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**Subject:** Joint Health and Safety Committee

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**Policy:**

ILCWR has established a Joint Health and Safety Committee which is an advisory group of worker and management representatives. ILCWR believes that such a committee is essential in maintaining a partnership between management and staff to provide a healthy and safe environment for all employees.

**Procedure:**

## Responsibilities of the JHSC:

1. Identify and evaluate potential hazards in the workplace
2. Recommend corrective action to employer
3. Investigate work refusal and serious accidents
4. Develop procedures to deal with staff's concerns/complaints
5. Communicate health and safety issues to employees
6. Review a written occupational health and safety policy and assist the employer in maintaining a program to implement the policy
7. Plan educational opportunities for staff to increase awareness of health and safety issue

## Duties of the JHSC:

1. Conduct workplace inspections
2. Accompany and remain present when a Ministry of Labour inspection occurs in the workplace
3. Assist in resolving matters when a worker refuses work
4. Investigate serious accidents
5. Be present at the beginning of testing a new process

## Employer Duty:

The ILCWR, as an employer, has a duty to co-operate with and help the JHSC to carry out its responsibilities. The ILCWR is committed to:

1. Provide any information that the committee has the power to obtain from the employer, such as Ministry of Labour orders and reports or results of health and safety reports
2. Respond to committee recommendations

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3. Give the committee copies of all orders and reports issued by the Ministry of Labour inspector
4. Report any workplace deaths, injuries and illnesses to the committee.

The names and work locations of the representatives are posted in each project, on the company website and in staff newsletters.