

Category: Health & Safety

Subject: Joint Health and Safety Committee - Meetings

Policy:

The JHSC is essential in maintaining a partnership between management and staff and as a result they are required to meet to discuss health and safety issues and deliver their efforts in written format to management.

Procedure:

The JHSC meets at least once every 2.5 months and/or at call of chairs. If a member is not able to attend a meeting an alternate will not be set. They will be scheduled one year in advance and all members are expected to give every effort to attend. Members must be able to attend 3 out of 5 meetings per year. If attendance requirements are not met, the committee will consider the circumstances of the absence. The member may be replaced at the discretion of the committee.

The proposed agenda should be provided to the co-chairs one week in advance. Certain items such as workplace inspection reports will be routinely placed on the agenda.

The minutes of the meeting will be distributed to the committee and posted within one week of the meeting at all locations. They will be made available to community workers upon request.

In situations where a decision must be put to a vote, there must be an equal management/ worker representation and a minimum of four members. senior management's vote drops.

Any request for visitors or guests to the committee meetings will be made in advance of the meeting to the co-chairs. Visitors and/or guests to the committee meetings will be permitted on invitation of the co-chairs only. Visitors will be permitted to remain in the meeting solely for the duration of the discussion relevant to their presence.