

RA - 7.13 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

INTENT: Resource Ability & Nursing Solutions (the agency) is committed to providing a safe and healthy work environment, with the constructive input of all employees with the same commitment.

POLICY

The agency maintains an active Joint Occupational Health and Safety (JOHS) committee made up of equal number of management and union representatives.

The committee is expected to operate in an atmosphere of co-operation and to be effective in promoting compliance with agency Health and Safety policies, WorksafeBC Regulations, and the provisions of the collective agreement.

The committee assists in the tracking of worker accidents and injuries, identify possible causes and makes recommendations to the employer for the enhancement of safety and risk management in relation to those incidents and the health and safety of employees in general.

PROCEDURE

- The JOHS committee is provincially focused, with management and union representatives from throughout the various regions of B.C.
- The committee has co-chairs, one union representative and one management representative.
- The committee meets once a month and retains minutes of the meetings for a period of 2 years. A sample format for minutes has been developed; committees must ensure that minutes are consistent with agency requirements but can develop suitable formats.
- The committee may develop a Terms of Reference and other guides for operation as appropriate and subject to agency approval.
- A manager on the committee is responsible for collecting information for the committee to review.
- Reports of violence in the workplace, and of worker injuries and accidents, or work-related illness, are forwarded to the designated employer representative on the committee by program managers or designates, each month. The incidents need not have resulted in an injury; near injuries which do not have a process for risk management and review in place (e.g., a Behaviour Support Plan where risk management prevents injury and near injuries are reviewed) are also reported to ensure review and risk reduction.
- All employees are expected to work to reduce risk and to report health and safety concerns to their regional manager. Employees who have a concern about an unresolved health and safety matter can submit a Health and Safety Concern form (Form RA7.13b) to their regional manager – a copy may go to other committee members. The regional manager is

responsible for forwarding those documents to the manager representative responsible for collecting information on the Joint Occupational Health and Safety Committee.

- In some cases, the committee may need to conduct additional investigations and use the Joint Occupational Health and Safety Committee Advanced Investigation Report (RA7.13a). For example, if emergency services are called regarding a worker injury, or threat of violence at a work site, a member or members of the JOHS committee are notified. They may visit the site and conduct interviews of those affected by the incident. The quality of life of individuals receiving service remains a priority and all involved will minimize disruption to the individuals and the staff team.
- The minutes from the 3 most recent meetings are posted online in the password protected Joint Occupational Health and Safety page of www.resourceability.ca to be accessible to all staff. A copy is sent to Head Office and the Union if requested.
- Forms are made available to staff in the client home and on our agency resources JOHS webpage.
- The committee reviews and identifies possible causes and trends of work place accidents. Recommendations to promote safe work practises are forwarded by the designated management representative on the committee to specific regional managers and/or to head office.
- The committee is encouraged to identify recommendations that may be helpful in reducing risk agency-wide, and to make global recommendations throughout the region or the agency, ensuring those are sent to the employer for distribution/action.
- The committee prepares an annual summary of the reports noting types and causes of injuries and near injuries for review and planning for the year ahead.
- Other tasks might also be undertaken, with the unanimous consent of committee members and within the area of worker health and safety
- Consistent with all policies and practices of WHRC/Resource Ability, information obtained regarding individuals, employees, other stakeholders, programs and the agency, as a result of membership on the committee, is treated as confidential, and shared only with those with a right or need to know.
- Current committee members and their contact information is provided on the Joint Occupational Health and Safety page on the Resource Ability website.
- Each committee member must have sufficient mandatory training within the first six months of serving on the committee. Mandatory training may include experience. Mandatory training is consistent with the Worksafe BC definition and may include additional training designated as mandatory by WHRC.
- Each committee member is eligible for eight hours of health and safety related training per year. Training must be approved by the employer, typically at the recommendation of the committee. Such training is encouraged; training by an alternate member may also be approved.
- The program Health and Safety Reps may assist workers with reporting of incidents, completion of forms, providing information about the JOHS committee, and health and safety inspections at work sites. They participate in investigations with the manager (i.e., employer) assisting with gathering information relating to the investigation; carrying out

the investigation with analyzing the information gathered; and identifying any corrective actions necessary to prevent recurrence of similar incidents. Health and Safety Reps may be asked by the manager and/or the JOHS committee to follow up on incidents or investigations or perform other health and safety related tasks.

- Each JOHS committee conducts an evaluation of its effectiveness at least annually. The agency conducts the evaluation through either:
 - the co-chairs of the joint committee or their designates;
 - the employer; or
 - a person retained by the employer

The JOHS Committee is provided with a written copy of the evaluation and makes recommendations based on the results.

FORMS: Joint Occupational Health and Safety Committee Agenda & Minutes (sample)

Joint Occupational Health and Safety Committee Advanced Investigation Report

RA – 7.13b Health and Safety Concern Form

RA – 7.13a Advanced Investigation Report

Resource Ability JOHS Meeting Agenda

Meeting Date:

In attendance:

Regrets:

Topic:	Presenter:
1.	
2.	
3.	
4.	
5.	
6.	

Next Meeting Date:

Agenda:

Minutes:

Resource Ability JOHS Meeting Minutes

Meeting Date:

In attendance:

Regrets:

Topic/Discussion:	Action Items/Next Steps:
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Next Meeting Date:

Agenda:

Minutes:

RA - 7.13b HEALTH AND SAFETY CONCERN FORM

Submitted by:	Submitted to:	Site:	Date:
Location of Hazard:		Did manager look at it with you? (✓)	
		Yes	No
Description of Hazard:			
What have YOU done to make it safe until it can be remedied?			
What do you think needs to be done to remedy this?			
To be filled out by a manager and returned to originator within four (4) working days			
Action will be taken to remedy condition by (date):	Action will be taken by:	Hazard Rating (✓)	
		1. Critical 2. Serious	
		3. Important 4. Tolerable	
Distribution:			
Health & Safety Committee Member _____			



Date action completed _____
To be completed in duplicate

**RA – 7.13a JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
ADVANCED INVESTIGATION REPORT** *(To be used when emergency services are called, and/or any time the JOHSC determines necessary.)*

For details of the incident, see corresponding “Injury/Illness Investigation Form” attached.

Date of Investigation: _____

People Interviewed: _____

Sequence of events preceding and following the incident: _____

Cause(s) and contributing factors: _____

Any unsafe conditions: _____

Current condition of affected person(s): _____

Corrective actions taken to prevent similar incidents: _____

Committee Recommendations:

Information offered re: Work Safe BC’s Critical Incident Response Program 1-888-922-3700

Investigation completed by: _____ (Worker Representative)



_____ (Employer Representative)