

Joint Occupational Health & Safety Committee



This workbook was developed by the:

Education and Development Section
Prevention Division
Workers' Compensation Board of B.C.

(02/28/00)

This is a health and safety related document. It is not copyrighted and you are encouraged to copy the document as necessary.

For more information contact the Prevention Information Line at
604-276-3100 or toll free at 1-888-621-7233.

Guidelines

This workbook looks at concepts and methods to develop and maintain an effective Joint Occupational Health and Safety Committee (Joint Health and Safety Committee or Joint H & S Committee) at your workplace.

Various sample forms, checklists and other documents are included.

It is important to remember that these samples are only one approach. Employers and Joint Health and Safety Committees can use any method or format that works for their workplace.

Table of Contents

Introduction	5
Role of the Committee	6
Organizing the Committee	7
Selection of Members	9
Terms of Reference	12
Activities of the Committee	15
Inspections	17
Investigation of Accidents and Diseases	18
Worker Complaints	19
Refusal to Work	19
The Meeting	20
Agenda	20
Conducting the Meeting	22
Meeting Reports	23
Records and Statistics	25
Committee Recommendations	36
Committee Educational Leave	49
WCB Approved Education/Training Courses	53
Reaching Objectives	54
Conclusion	58

Appendices

1	Sample Employer Checklist #1: How to Set Up a Joint H & S Committee	61
2	Example of Joint H & S Committee Terms of Reference	63
3	Example of Joint H & S Committee Agenda	67
4	Example Meeting Report	69
	Example Inspection Report	73
	Example Accident/Incident Investigation Report	77
5	Sample Data Summary Table	79
6	Sample Recommendation Form	81
7	Sample Educational Leave Worksheet	83
8	Example Joint H & S Committee Meeting Schedule	85
9	Sample Joint H & S Committee Self Assessment Checklist	87
10	Sample Employer Checklist #2: How to Maintain a Joint H & S Committee	91

Introduction

The *Workers Compensation Act* requires employers to establish a Joint Health And Safety Committee in any workplace that regularly employs 20 or more workers (full and part time). The WCB may also require other workplaces to establish a health and safety committee.

This workbook examines the occupational health and safety committee, its role, selection of members, activities, conduct of meetings, writing recommendations, planning educational leave, and reaching committee objectives.

Many workplaces in British Columbia find that joint worker/employer safety and health committees are an excellent means of consultation within the organization. These committees can help identify workplace health and safety responsibilities, establish positive attitudes, and assist the employer with reducing/eliminating workplace injuries or diseases.

Note that worker health and safety representatives are required in any workplace that regularly employs more than 9 but fewer than 20 workers (full and part time). Worker health and safety representatives have the same duties and functions as a Joint Health and Safety Committee.

Role of the Committee

A Joint Health and Safety Committee is a committee made up of worker and employer representatives working together to identify and resolve health and safety problems in the workplace.

To be successful, the committee must operate in an atmosphere of cooperation and be effective in promoting and monitoring a sound occupational health and safety program.

While the employer is ultimately responsible for the overall safety program, the committee is responsible for identifying and recommending solutions to problems. The individual worker has a responsibility to report problems to the supervisor or employer. However, if the problem is not corrected, a committee member should be contacted.

The Committee's role in the workplace includes:

- to promote safe work practices
- to assist in creating a safe and healthy workplace
- to recommend actions which will improve the effectiveness of the occupational health and safety program and
- to promote compliance with WCB Regulation.

Organizing the Committee

The structure of a Joint Health and Safety Committee is outlined in WCB Regulation. Members should be selected according to the needs of the organization. All workers in the operation need to be represented. Committee policy should address

- term of office for members
 - how alternates are designated
 - what constitutes a quorum (the fixed minimum number of members that must be present to make a meeting valid)
-
- ***Where should the committee representation come from?***
 - (a) There should be no fewer than four regular members, employed at the operation and experienced in the types of work carried on at the operation.
 - (b) Membership should be chosen by and represent the workers and the employer. At least half the members must be worker representatives.

Committee Size

Factors to consider when deciding on committee size include

- degree of hazard in the workplace
- number of employees
- number of departments
- number of places of employment
- number of unions or worker groups
- need to represent different shifts

The committee needs to be able to handle the needs of the organization and diversity of the work.

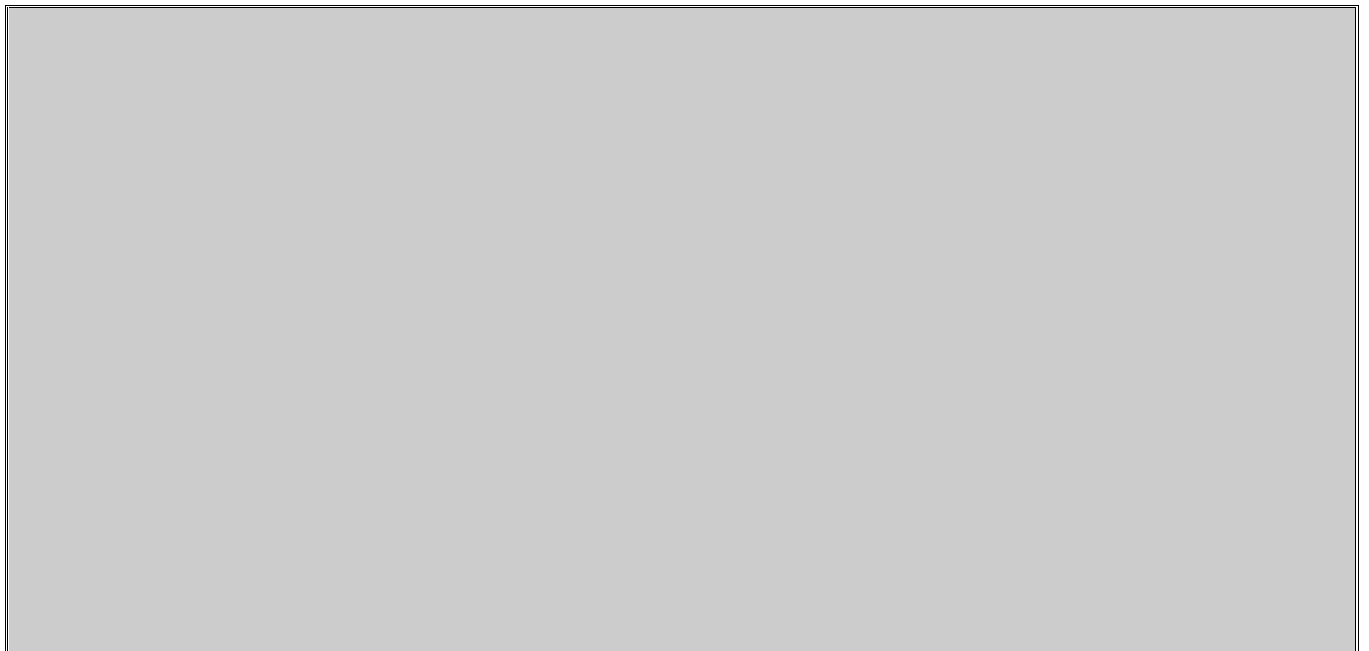
Selection of Members

The role of the Committee is consultative. Duties are to review and recommend. It is important that members work in a cooperative manner to solve problems. People involved in union/management matters should leave any adversarial role behind if they become part of the health and safety committee.

Employer Representatives

Committee members can become frustrated and lose enthusiasm if the employer representatives do not have authority to follow up on most of the safety and health issues. The committee itself does not have the authority to act on its own recommendations. It is therefore vital that the employer representatives have sufficient authority to act upon many matters agreed upon at a meeting.

- ***Who should represent management on your committee?***



Worker Representatives

Worker representatives must be chosen by and represent the workers. This is sometimes done according to the constitution of the union representing the workers. Worker representatives should be chosen to effectively represent all workers on all shifts and departments; therefore, committee members should be chosen from different areas within the organization.

- ***From what areas within your organization should worker representatives be chosen for your committee?***



Use of Alternates

Alternate members should be selected to attend meetings or conduct committee business when regular members are not available. It is a good idea to have the alternate selected in advance.

Co-Chairs

The two co-chairs must have leadership quality and the confidence of the members.

One co-chair should be selected by the worker representatives of the committee.

Another co-chair should be selected by the employer representatives of the committee.

The co-chairs' major responsibilities are

- to control meetings
- to maintain an unbiased viewpoint
- to review previous meeting reports and material
- prepare the agenda
- record the committee activities
- circulate and post the meeting reports
- send out meeting notices

It is desirable for the employer to provide typing and clerical services. It is also acceptable for the employer to provide a recording secretary who would not necessarily be considered a committee member.

Posting Committee Member Information

The employer must post the names and work locations of committee members.

Terms of Reference

Terms of reference should include the following

- name of health and safety committee
- constituency (scope of representation)
- a statement of committee purpose
- duties and functions
- records
- meetings (frequency, special meetings, quorum, new committee procedures)
- agendas and meeting report
- composition (number of members, selection procedures, alternates)
- co-chairs
- terms of office
- recommendations (guidelines)
- assistance in resolving disagreements
- amendments

- Note Appendix No. 1 – Sample Employer Checklist:
How to Set Up a Joint Health and Safety Committee

- ***Write the Terms of Reference for your Committee***

- Note Appendix No. 2 - Example of Joint Health and Safety Committee Terms of Reference

Seasonal Operations

Many industries in British Columbia operate seasonally, presenting special problems for organizing the committee. There is usually a permanent core staff who could act as a nucleus of the committee. Often, seasonal workers who have worked for the organization on previous occasions will have the experience to act as members who can make a valuable contribution to the committee. Meetings during the off-season are not always practical, but administrative planning and maintenance should include considerations for health and safety. These factors can be planned for in regular committee meetings during the active season.

It may be advisable to designate one or two people as a "caretaker" to ensure program continuity from one season to another.

Activities of the Committee

Although the periodic meeting is a major event, it should not be the only time when members concern themselves with the program. Not all safety related problems can wait until the next meeting to be solved.

Outside the regular meeting, members should monitor ongoing health and safety procedures. Hazards can be identified and recommendations made to workers and employers that will eliminate hazards and improve conditions. Members are in a good position to promote cooperation throughout the operation.

Important tasks members do outside the regular meetings:

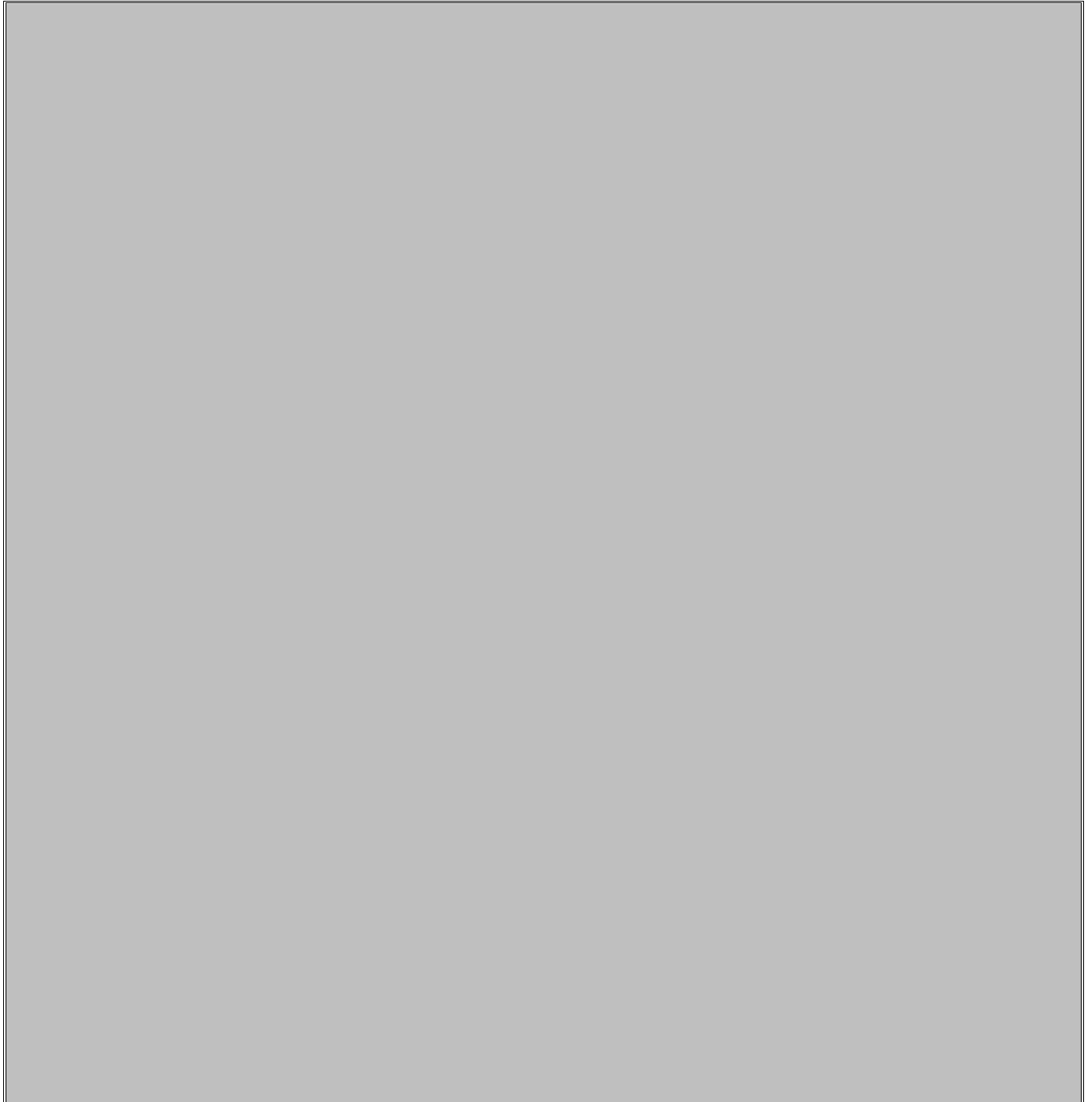
- Make sure work areas are inspected for health and safety hazards
- Make sure accidents/incidents are reported and investigated
- Investigate complaints or refusals to work due to real or perceived hazards

Jurisdiction

It may be helpful for each committee member to be responsible for specific areas, departments, divisions, etc. Members can then monitor their area(s) of responsibility to make sure health and safety activities are being carried out. A jurisdiction chart can easily show how area(s) of responsibility are divided up among committee members. For example,

Employer Representative 1	Employer Representative 2	Worker Representative 1	Worker Representative 2
Jane Ko	Gary Smith	Karminder Singh	Rhonda Markovich
Purchasing Department	Parking Lot	Reception Area	Warehouse
Shipping/Receiving Department	Executive Offices	Works Yard	Security Department

- *How could area(s) of responsibility be divided up among your Committee members?*



Inspections

Under WCB Regulation, employers and workers have the right to have a representative accompany the Board Prevention Officer during regular WCB inspections. The worker representative should be selected from the Joint Health and Safety Committee. As well, committee members may be required to participate in inspections of their own workplace to identify hazards due to conditions or practices (OH&S Regulation 3.5-3.8).

Any deficiencies found during regular inspection by committee members should be reported immediately to the supervisor. If corrective action is not taken to the satisfaction of the committee, the item should be included on the agenda for consideration at the next meeting.

Inspections should be made far enough ahead of the meeting so that minor housekeeping items can be corrected in time and the committee can concern itself with more significant matters.

- ***When are your inspections held in relation to your committee meeting? Should it be changed?***

For further information refer to WCB workbook "*Safety Inspections*".

- Note Example Inspection Report in Appendix 4 (Example Committee Meeting Report).

Investigation of Accidents and Diseases

Definitions

An *accident* is an unplanned, unwanted event that disrupts the orderly flow of the work process. It involves the motion of people, objects or substances.

An *incident* includes an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease.

1. Accidents/Incidents to be Investigated

Certain incidents or accidents must be investigated. See OH&S Regulation 3.4. It is useful for Joint Health and Safety Committees to confirm that all reportable incidents/accidents have been investigated as required. Unless causes of incidents/accidents are investigated and eliminated, they may well happen again.

2. Investigators' qualifications

Accident/incident investigations should be carried out by persons knowledgeable in the type of work involved. Where feasible, investigations must include the participation of one worker representative and one employer representative.

3. Intent of an investigation

An accident/incident investigation should, as far as possible, determine the cause or causes of the incident or accident, identify any unsafe conditions, acts or procedures which contributed in any manner to the incident and develop recommended corrective action to prevent similar incidents.

For further information refer to WCB workbook "*Investigation of Accidents and Diseases*".

- ☐ Note Example Accident/Incident Investigation Report in Appendix No. 4 (Example Committee Meeting Report).

Worker Complaints

Employees should be instructed that complaints concerning health and safety should be directed to their supervisor. However, if the situation is not handled to the worker's satisfaction, a committee member should be contacted. The member can work with the supervisor and the committee, if needed, to resolve the complaint. It is important to keep the worker informed of the disposition of the matter.

The safety and health committee must not be used as a grievance committee.

Refusal to Work

Under OH&S Regulation section 3.12, an employer must follow certain corrective steps in the event that a worker refuses to work if he/she considers the activity hazardous. The worker must first report the circumstances to his or her supervisor or employer. The supervisor or employer investigates the matter and either corrects the unsafe condition or decides the report is not valid. If the worker continues to refuse to work, the employer or supervisor must investigate in the presence of a worker member of the Joint Health and Safety Committee.

The worker member has a responsibility to see that the rights of the workers are protected. The member can do this by making sure that the proper steps of an investigation are carried out. As a member of the committee, the responsibility is to work with the employer to develop a solution. If the matter cannot be resolved, it must be referred to a Prevention Officer of the Workers' Compensation Board.

The Meeting

The purpose of the meeting is to provide positive participation and cooperation by employer and worker representatives. Committee members work together to promote health and safety in the workplace.

Activities that generate items for consideration include inspections, investigations of accidents/incidents, workplace hazards, investigations of worker complaints, consultations with technical experts and review of the workplace's occupational health and safety program.

Members are entitled to time away from their regular job duties to attend and prepare for meetings.

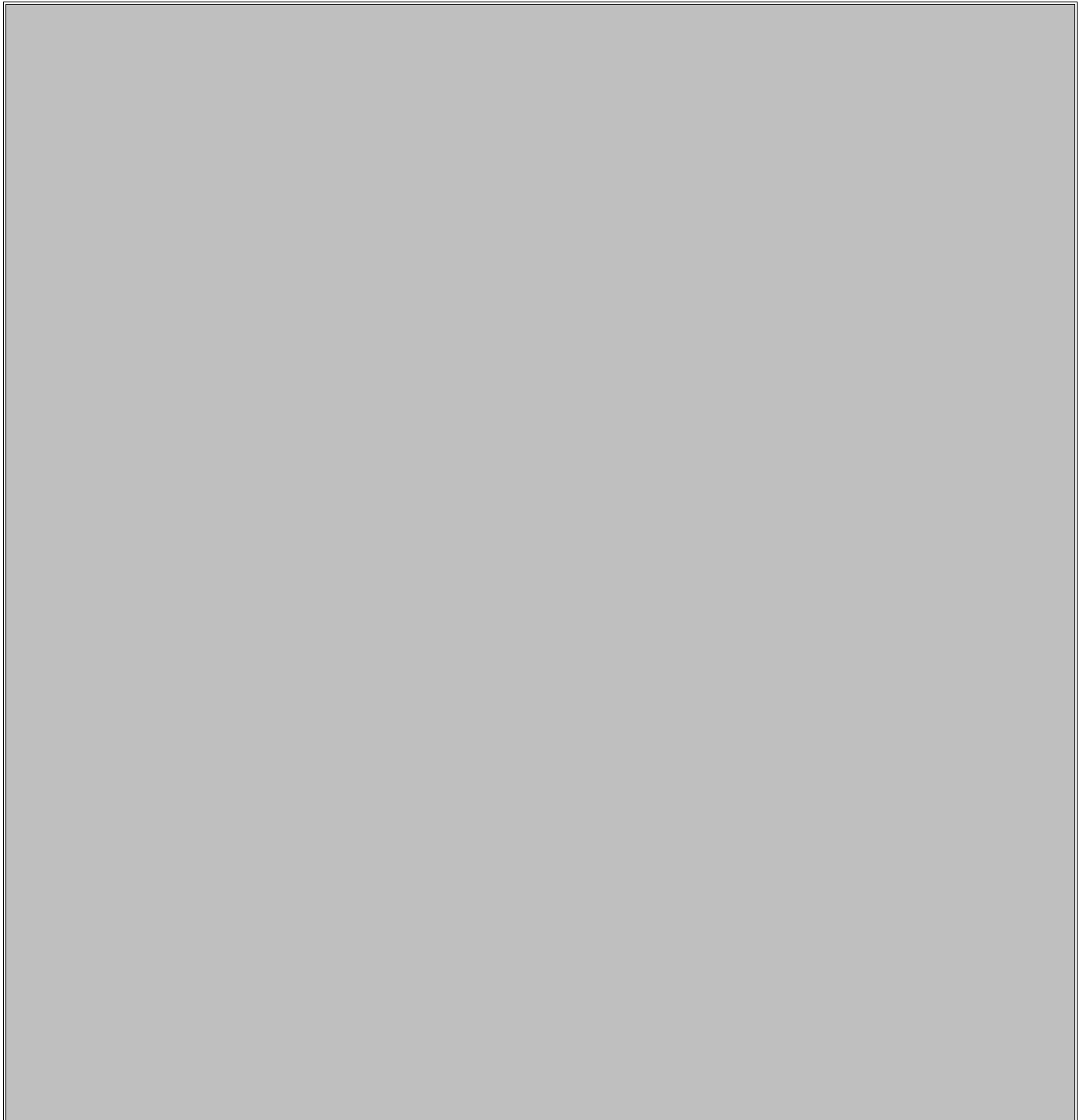
Agenda

Agendas for meetings are prepared by the co-chairs. They are essential to the success of the meeting. Agendas make sure

1. Members know the date, time and place of the meeting
2. Every item the committee considers will receive attention.
3. Business will not be sidetracked.
4. Members will have the opportunity to study the items before the meeting.

Meetings will be productive if they are seen as problem solving sessions that use the best knowledge and experience available.

- ***Develop an agenda for your meetings.***



Note Appendix No. 3 – Example of Joint Health and Safety Committee
Agenda

Conducting the Meeting

Each item on the agenda should receive attention during the meeting. Some items can be referred to a subcommittee for further study. If this happens, it should be recorded in the meeting report.

When reviewing inspection reports and first aid/incident report statistics, committee members should try to read beyond report statistics. If committee members look at the 'big picture', they may identify trends or other areas requiring further investigation. For example, first aid records can be used to:

- Show patterns in minor events before they become serious (e.g. gradual onset of signs and symptoms indicating unsafe exposure, or repeated injuries of the same type)
- Indicate possible widespread problems (e.g. are several workers reporting the same signs and symptoms of exposure?)
- Implement early intervention control measures before minor discomforts (e.g. wrist pain) become disabling time loss injuries (e.g. carpal tunnel syndrome).

When considering new business, remember that the committee should only be dealing with outstanding issues. These are issues or problems that have already been reported to the employer. If there is no follow-up or the follow-up is unsatisfactory, issues can be brought forward to the committee.

Health and safety committee meetings work best by reaching a consensus (e.g. majority of committee in agreement) to develop solutions. It is not necessary for meetings to follow strict parliamentary procedures. The co-chairs should try to arrive at a consensus to bring issues to a conclusion.

As each item is presented, a brief discussion should follow to confirm that all members understand the topic to be considered. Members can discuss if any action should be taken.

It is the responsibility of the co-chairs to keep the meeting moving by cutting off irrelevant discussion, completing the agenda and closing the meeting on a positive note. In the event of a dispute, it may be necessary to call for a break and use that time to mediate the problem. The meeting should always start on time, with members encouraged not to arrive late.

Meeting Reports

Meeting reports should be brief and factual. They provide a permanent record of proceedings, a historical record and inform the employer and workers of decisions and actions that have been recommended.

Throughout all meeting reports, assign a different number to each item. Numbering should be continuous from meeting to meeting. It saves time and confusion and assists in maintaining control. The meeting reports should indicate action required, who is responsible and deadlines. The meeting reports should be studied carefully by the co-chairs and the members to ensure they are correct.

Meeting reports must be provided to the employer. The employer must keep a copy of reports for at least 2 years from the date of the committee meeting, and make meeting reports readily accessible to the committee, workers of the employer and Prevention Officers of the WCB. The employer must also post reports of the 3 most recent meetings so that the workers can be informed.

Note Appendix No. 4 - Example Meeting Report

Tips for a Smoothly Running Meeting

1. Create an agenda for members to go over before the meeting begins.
2. The co-chairs should keep the meeting moving by following the agenda and keeping the conversation relevant.
3. Set aside time at every meeting for education, which may include talks from suppliers or experts on certain equipment or procedures.
4. Keep accurate and clear minutes as they will provide a permanent record of the meeting and indicate what action will be taken and by whom.
5. Post meeting reports to inform all employees.
6. Forward recommendation(s) to appropriate manager(s).

Records and Statistics

WCB OH&S Regulation requires employers to maintain certain records, statistics and reports meaningful to an effective health and safety program and to make them available to Joint Health and Safety Committees, workers and the WCB.

Records are a written statement or document (e.g. record of first aid injury, accident/incident investigation report). Records are the source of data for generating statistics.

Statistics analyze records in a meaningful way. Statistics is a branch of mathematics dealing with the collection, analysis and interpretation of raw data (a large pile of numbers that have not been summarized into a more manageable and meaningful value). An example of raw data is a collection of accident/incident investigation reports. Although such reports contain valuable information, it is often necessary and more meaningful to summarize the data. For example:

- Total number of incidents/injuries for a given period of time
- Average cost per injury
- Total and average number of days lost per claim
- How often and how severe injuries/illnesses are

Records and statistics are important components of occupational health and safety programs for the prevention of injuries and illnesses. They help employers, managers, supervisors and Joint Health and Safety Committee members:

- identify the nature, extent and cause of health and safety hazards
- set prevention activities
- determine if control measures are working

Record Keeping

Good record keeping is an essential component of successful health and safety programs for the prevention of occupational injury and disease. Keep in mind that for occupational health and safety information to be useful, it must be reliable and accurate. One cannot make good decisions from poor data.

Each piece of information in a record must be accurate. Forms (e.g. inspection reports, accident/incident investigation reports) must be user-friendly and designed or modified to collect meaningful information. The people completing the forms (e.g. inspectors, accident/incident investigators) need education and training to complete the forms properly.

What Records Must be Kept?

All employers are required to maintain specific information about work related injuries and illnesses. This type of information typically comes from the 3 main sources listed below:

1. *First aid records* (of all injuries and manifestations of disease reported or treated)
2. *Incident investigation records* (including accidents that result in injury)
3. The *Employer's Report of Injury or Occupational Disease* (WCB Form 7 – claim form)

The focus here is injury and illness data that is needed to generate work injury and illness statistics. Note that although injury and illness records are important, other important types of records must also be maintained (e.g. records of education and training, risk assessments, workplace inspections, exposure monitoring for harmful chemicals and noise, hearing tests, etc.).

What Types of Injury/Illness Statistics are Most Useful?

Determining what injury/illness statistics are most useful depends on what information you need to know. Statistics often include determination of injury or illness frequency and severity.

- **Frequency** gives information on how *often* injury or illness happens.
- **Severity** gives information on how *serious* an injury or illness is.

Keep in mind that some statistics are better than others but, in general:

- the more specific and current the statistics are, the more helpful they will be
- statistics that identify specific tasks, occupations, departments, agents (e.g. chemical), body part injured, contributory causes and hazards that account for the greatest frequency and/or severity of injury deserve priority attention.
- no single statistics report will give you everything you want to know about injury and illness. Various reports will be necessary (e.g. monthly summary report, annual summary report, etc.)

To get a reasonable picture of the injury/illness history and trends for your workplace, basic statistics in the form of counts and rates is needed.

Basic Statistics - Counts

Basic injury/illness statistics for your workplace can be generated using the forms and methods in this workbook or by using information from WCB's injury reporting system.

WCB Injury/Disease Reports

The WCB's Accident and Injury Reporting System (AIRS*) and EmployerConnect* are electronic methods of collecting information from Form 7 (Employer's Report of Injury or Occupational Disease), Form 7A (first aid attendant's report) and incident investigation reports. The software allows employers to report accident and injury claims electronically. These systems make it easy for workplaces to generate basic statistical reports from the electronically collected data. Using customized statistics for their workplace, Joint Health and Safety Committees can target efforts where they are most needed, and improve their company's occupational health and safety program.

AIRS and EmployerConnect can provide basic statistics (e.g. monthly or yearly counts) related to the following types of records:

<i>Dangerous Occurrence</i>	<i>Near miss; no worker involved (e.g. structural collapse, toxic substance release)</i>
<i>Reported only (First Aid)</i>	<i>Cases reported to first aid attendant, no time loss, no medical attention sought.</i>
<i>Health care only</i>	<i>Person received medical attention, no time loss (WCB claim)</i>
<i>Short term disability(STD)</i>	<i>Time loss from work - WCB claim (worker sought medical attention and missed time from work)</i>
<i>Fatal</i>	<i>Death occurred</i>

*For more information about WCB AIRS or EmployerConnect, or on how to electronically generate statistical reports for your company, please call 604 276-3135 or toll free 1-888-855-AIRS (2477).

The basic statistics generated by your workplace or WCB's electronic system can provide answers to important questions; for example:

- How many dangerous occurrences, reported only (first aid), health care only and short term disability incidents have there been for a particular month or year? How does this compare with the same period last year?
- How many short term disability injuries have there been?
- What is the most common accident type? Injury type? (e.g. What percentage of workers had 'struck by' type injuries last year?)
- What types of injuries occurred in different occupations? (e.g. How many welders had back strains last year?)
- What was the cost of STD claims for each month so far this year? (from monthly WCB Claim Cost Statement)

Basic Statistics - Rates

Rates usually give more detailed and meaningful information than counts by showing the level or extent of injuries or diseases. Injury rates express various measures of injury and illness in terms of a constant such as exposure time (e.g. employee hours worked).

Payroll records may provide additional information that can be used to determine:

- How many workdays were lost last year from injuries on the job?
- How many paid hours were worked for the year?
- How many employees were there this year compared to the previous year?

The following example shows how injury rate information can be more meaningful than an injury count alone.

Suppose there were 9 lost time injuries in a nursing home in 1998 and 11 in 1999. If only counts of the number of injuries were considered, one might conclude that the risk of injury from working at the nursing home was on the rise. But if the nursing home had 100 employees in 1998 and 130 in 1999, the number of injuries per 100 workers actually decreased from 9 in 1998 to 8.5 in 1999. Statistically speaking, workers had a lower chance (risk) of injury in 1999 when compared in 1998. Thus, simple counts alone (like 9 injuries one year compared to 11 the next) may be an unreliable or misleading indicator of health and safety performance.

Calculating Rates

With good records (data), different kinds of injury rates can be calculated, measuring different aspects of workplace health and safety. Rates can be used to answer such questions as:

- How many STD injuries were there for every 100 full-time equivalent workers in the past year?
- What was the average number of days lost for each Time Loss injury?

There are various methods available to calculate injury/illness rates. A few examples are provided below.

Example A

	Annual total number of work injuries
Incidence Rate =	$\frac{\text{Annual total number of work injuries}}{\text{Number of employees}}$

For example, suppose you wanted to know the incidence rate for time loss injuries/illness in your workplace for the previous year. Assume there were 34 employees and 10 time loss injuries/illnesses

$$\text{Incidence Rate} = \frac{10}{34} = .29$$

In general, the lower the incidence rate, the lower the risk of injury on the job.

Example B

	Number of STDs X 100
Injury Rate =	Number of FTEs

This calculation represents the number of short term disability claims per 100 person years of employment. One person-year of employment is the equivalent of 52 paid weeks of employment (one FTE or full time equivalent), whether worked by one person or several. The number of FTEs for a workplace is calculated using the following formula:

$$\text{Number of FTEs} = \frac{\text{Total number of paid hours for the year}}{\text{Paid hours/FTE/Year}}$$

Note:

- (a) The formula is for an annual calculation and the figures must be adjusted accordingly if they cover a shorter period.
- (b) The formula provides no details of the number of full-time, part-time or casual workers.
- (c) The actual number of workers in a workplace is often greater than the number of FTEs (e.g. due to the number of part-time workers).

Injury Rate Calculation Example:

If you wanted to determine the injury rate (number of STDs per 100 FTEs) for your workplace for the previous calendar year based on the formula noted above, the following information must be obtained from your records:

- Number of paid hours for the year (from payroll record)
- Number of paid hours per FTE (from payroll record)
- Number of STD claims for the year (from WCB Claims Cost Summary)

Assume in this example there were:

- 234,000 paid hours per year
- 1872 paid hours per FTE per year
- 12 STD claims for the year.

The number of FTEs is determined as follows:

$$\text{Number of FTEs} = \frac{234,000 \text{ paid hours for the year}}{1872} = 125 \text{ FTEs}$$

Using the value of 125 FTEs and 12 STD claims, the injury rate is calculated as follows:

$$\text{Injury Rate} = \frac{12 \text{ STDs} \times 100}{125 \text{ FTEs}} = 9.6$$

An injury rate of 9.6 means that, on average, there were 9.6 Time Loss (STD) claims for every 100 full time equivalent workers (9.6 out of 100) in the previous calendar year.

The lower the injury rate, the lower the risk of injury on the job. Effective health and safety programs limit the risk of injury/disease which results in a lower injury rate.

Example C - OSHA Rates

The Occupational Safety and Health Administration in the United States has frequency and severity rate calculations that are commonly used in the United States and Canada.

$$\text{Frequency Rate} = \frac{\text{Number of Time Loss Injuries X 200,000}}{\text{Person-hours worked}}$$

$$\text{Severity Rate} = \frac{\text{Days Lost X 200,000}}{\text{Person-hours worked}}$$

Note: 200,000 = 100 person plant X 40 hours (work week) X 50 weeks per year

For example, suppose you want to know the OSHA frequency and severity rate for the month of February 2000. Assume your company had 1 time loss injury, 2 days lost and there were 4700 person hours worked for that month.

$$\text{Frequency Rate} = \frac{1 \times 200,000}{4700} = 42.5$$

$$\text{Severity Rate} = \frac{2 \times 200,000}{4700} = 85.1$$

The lower the frequency rate, the lower the risk of injury on the job. The lower the severity rate, the lower the seriousness of injury when injury/illness occurs (e.g. fewer days lost for sprained wrist versus amputation of hand).

How Can Records And Statistics Help?

Records and statistics are very useful tools for Joint Health and Safety Committees.

They can be used to:

- collect and analyze data on causes of injury and disease so that specific control measures can be taken
- identify specific work locations, departments, occupations and tasks (such as heavy lifting) where there is a high risk of injury and/or illness so prevention efforts can be directed in those areas
- provide employers, managers, health and safety representatives and Joint Health and Safety Committees with factual information needed to objectively evaluate health and safety programs
- measure the progress and effectiveness of accident and injury prevention efforts

Employers should ensure that the information in records and reports is periodically and clearly summarized (e.g. in monthly and annual reports). This information should then be used to improve the health and safety of workers.

Monthly Summary Reports should be prepared as soon as possible (e.g. within 30 days) after the end of each month, and as required information becomes available. The incident history for the previous month can then be analyzed and preventive action taken where necessary. A monthly summary of injury and illness cases typically provides monthly and cumulative (e.g. year to date) totals, and the data needed to calculate injury rates and trends.

Annual Summary Reports of work-related incidents showing the cumulative (grand) total for the previous year should be prepared as soon as possible (e.g. within 30 days) after the year end.

☐ Note Appendix No. 5 – Sample Data Summary Table

Committee Recommendations

Remember that under OH&S Regulation sections 3.9 to 3.11, unsafe or harmful conditions found during a workplace inspection must be fixed without delay. Also, anytime an employee sees an unsafe or harmful condition or act, it must be reported as soon as possible to a supervisor or to the employer. The supervisor or employer must investigate and make sure that any corrective action is taken without delay.

When these steps are followed, most issues will not reach the Joint Health and Safety Committee. As a result, the committee should only be dealing with outstanding issues that have been reported to the supervisor or employer but not corrected.

Joint Health and Safety Committee members discuss unresolved issues at their meetings. Issues might also include injury/illness problem areas identified by review of records and statistics. The committee can decide if any action should be taken. If committee members agree on the action to be taken, they decide between two options.

Option 1 - Deal with the Issue Immediately

- If a management representative on the committee can deal with the issue (authorize work to be completed, make a decision, etc.), then the issue is addressed from within the committee. For these reasons, try to make sure that a high-level management representative is on the committee. Then issues can be dealt with immediately.

Option 2 – Create a Recommendation

- If a management representative can't deal with the issue (outside his/her authority, etc.) then the co-chairs, with help from the committee, need to write a recommendation to the employer.

Issues Requiring Formal Recommendations

There are a number of issues that typically require a formal recommendation. They usually involve:

- Policy, directive or procedure creation or revision.
- Changes to equipment, office layouts or product purchasing normally requiring allocation of funds.
- Training or orientation programs for employees.
- Commitment and follow-up to issues where earlier approved corrective action has been ignored or gone unnoticed.
- Matters which require review and/or agreement of other divisions, departments, areas, etc.

Writing Effective Recommendations

It is important for committee co-chairs and members to learn how to write an effective recommendation. An effective recommendation includes:

- the issue
- the background
- all the options
- a suggested timeline

This information helps management understand the issue and better equips them to take action.

Recommendations should be:

- Directly related to health and safety in the workplace
- Doable (reasonably capable of being done)
- Complete (employer should not need any more information to make a decision)

The following page shows a sample format for a Joint Health and Safety Committee Recommendation. Joint Health and Safety Committees can change the form to suit their workplace.

Sample Format Joint Health and Safety Committee Recommendation Form

To: _____ [1]	Date: _____
From: Joint Health & Safety Committee	
_____ [2] (Co-Chair Signature – Employer Representative)	_____ [2] (Co-Chair Signature – Worker Representative)
Please respond by: [3] _____ <i>(Within 21 calendar days.)</i>	
OH&S Issue: <i>(Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)</i> [4]	
Committee Recommendation: (attach a separate sheet if necessary) <i>(Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)</i> [5]	
cc: Appropriate Manager, Safety Coordinator, CEO, etc. [6]	
Employer Response: (attach a separate sheet if necessary) <i>(Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)</i> [7]	
Signature: _____ (Department Head or Designate)	
Date Returned: _____	
Committee Comments: <i>(Note any follow-up or additional action required by the Committee.)</i> [8]	

Note Appendix No. 6 – Blank Sample Joint Health and Safety Committee Recommendation Form.

Recommendation Guidelines

[1] Send To Person Who Can Take Action

- Date the recommendation and send it to the manager or supervisor who has the authority to follow up on it.

[2] Send From Co-Chairs

- Have both Joint Health and Safety Committee co-chairs sign the recommendation.

[3] Request Employer Response Within 21 Calendar Days

- Include a reminder for a written response within 21 calendar days.

[4] Describe OH&S Issue

- Give a short clear description of the issue; for example, WHAT, WHY, WHO, WHERE, WHEN.
- Give enough information so that the employer does not need to ask for more details/background to make a decision.
- Refer to any accident, incident or other occurrence related to the issue.

[5] Describe Committee Recommendation

- Make sure the recommendation is about workplace health and safety.
- Include the reasons for your recommendation.
- Suggest a timeframe for it to be done.

Complex Issues

- For more complex issues, the employer will likely need details/background information to make a decision. It can be helpful to answer the following questions for the employer:
 - Are there specific OH&S legislation or standards that apply?
 - What other options are there? (Describe each.)
 - How well will recommended option fix the problem/address the issue?
 - How long will it take to complete/implement/see results?
 - How much will it cost?
 - Who will be affected? (e.g. number and type of employees)
 - Why did the Committee decide to recommend this option?

- Often complex issues will involve more than one step. For example:
 - Conducting a Risk Assessment of affected workers
 - Purchasing equipment or supplies to address the identified risks
 - Developing safe work procedures to reduce/eliminate the hazard
 - Providing education and training to affected workers

- It may be helpful for the Committee to complete a separate recommendation form for each step so that all relevant information can be included.

[6] Copy to Appropriate Manager

- It is helpful to forward a copy of the recommendation to higher levels of management (CEO, upper management, safety coordinator, etc.); for example, to anyone who should know about the health and safety recommendation.

[7] Include Space on Form for Employer Response

- The employer needs to reply indicating acceptance of the recommendation or giving reasons for not accepting the recommendation.
- If it is not reasonably possible for the employer to respond before the end of 21 calendar days, the employer must provide a written explanation for the delay and let the Committee know when the employer will respond.

[8] Include Space on Form for Committee Comments

- The Committee may want to make comments after reviewing the employer response; for example, note any follow-up or action required by the Joint Health and Safety Committee.

Sample recommendations for a basic issue and for a complex issue are shown on the following pages.

Sample Recommendation – Basic Issue

The following example shows a completed Joint Health and Safety Committee Recommendation for a basic 'fix it' item.

To: <u>Ms. Fix It (Maintenance Manager)</u>	Date: <u>February 11, 2000</u>
From: Joint Health & Safety Committee	
<u>A. Trip</u>	<u>I. Fall</u>
(Co-Chair Signature – Employer Representative)	(Co-Chair Signature – Worker Representative)
Please respond by: <u>March 3</u> (Within 21 calendar days.)	
<p>OH&S Issue: <i>(Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)</i></p> <p><i>On February 2 an incident occurred when a worker tripped on a loose floor tile at the back entrance. The person fell but was not injured. In the December and January Inspection Reports, this loose tile was an action item and a 'fix' order was sent to maintenance. The loose floor tile has still not been corrected.</i></p>	
<p>Committee Recommendation: (attach a separate sheet if necessary) <i>(Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)</i></p> <p><i>Loose floor tile at back entrance must be repaired without delay. This formal recommendation has been completed due to lack of action on this identified hazard. Note OH&S Regulation 4.39(1) "Floors...must be maintained in a state of good repair".</i></p> <p>cc: Ms. North (CEO)</p>	
<p>Employer Response: (attach a separate sheet if necessary)</p> <p><i>(Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)</i></p> <p><i>The Inspection Reports were lost/mis-filed. A back order on the floor tile was expedited by Purchasing. Maintenance fixed the loose floor tile on Feb. 18.</i></p> <p style="text-align: right;">Signature: <u>Ms. Fix It</u></p> <p style="text-align: right;">(Department Head or Designate)</p> <p style="text-align: right;">Date Returned: <u>Feb. 21/00</u></p>	
<p>Committee Comments: <i>(Note any follow-up or additional action required by the Committee.)</i></p> <p><i>No further action required.</i></p>	

Sample Recommendation – Complex Issue

The following example shows a Committee Recommendation for a complex issue. Since a number of major steps were involved, this Joint Health and Safety Committee completed one recommendation form for each step.

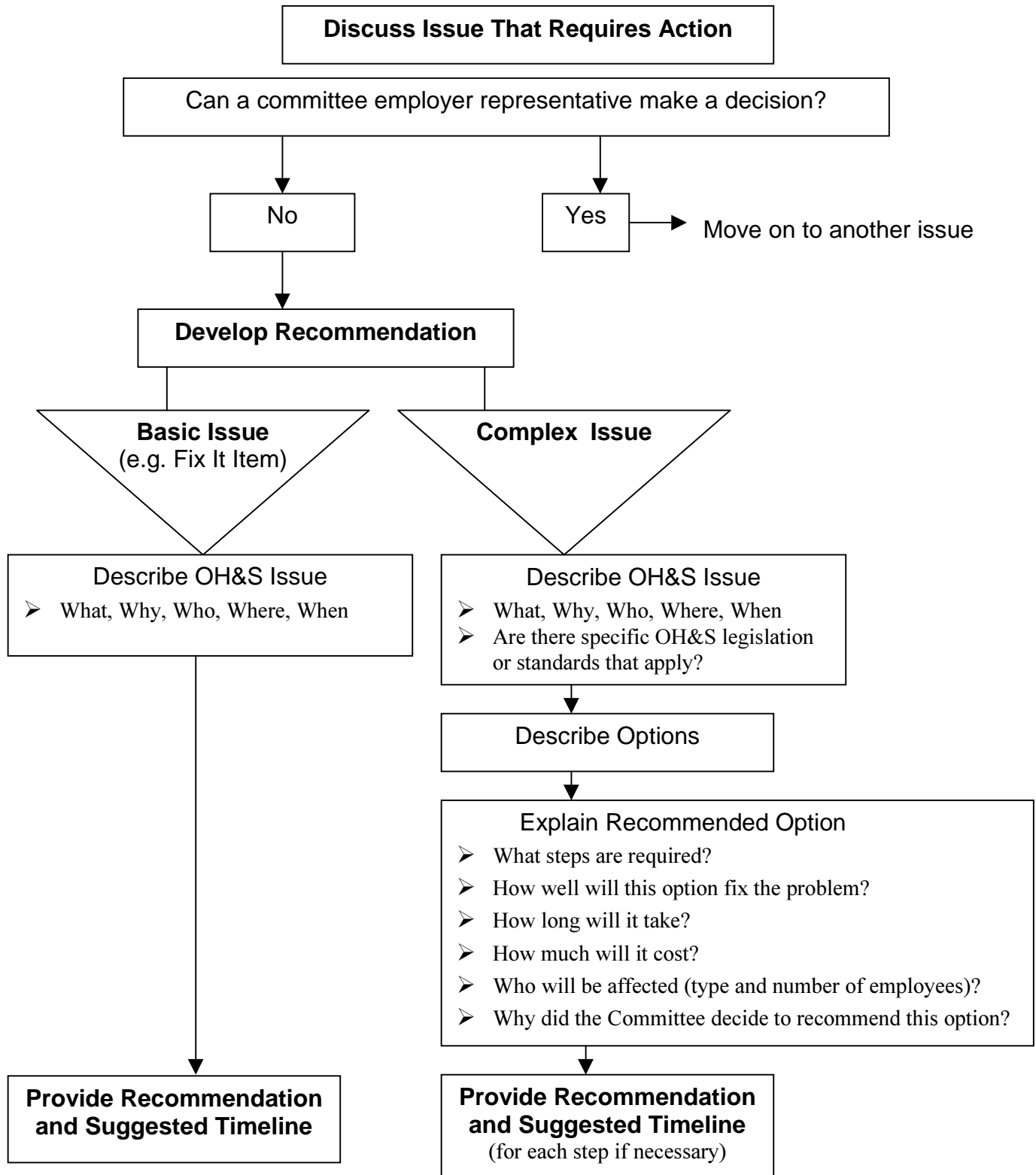
To: <u>I. N. Charge, CEO</u>	Date: <u>January 7, 2000</u>
From: Joint Health & Safety Committee	
<u>O. Back</u>	<u>W. Hurt</u>
(Co-Chair Signature – Employer Representative)	(Co-Chair Signature – Worker Representative)
Please respond by: <u>January 28, 2000</u> (Within 21 calendar days.)	
<p>OH&S Issue: <i>(Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)</i></p> <p><i>The Joint Health and Safety Committee has reviewed the last 12 months of injury reports. Over half were related to workstation layout problems. New software requiring more computer mouse work was also a problem.</i></p>	
<p>Committee Recommendation: (attach a separate sheet if necessary) <i>(Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)</i></p> <p>1. Conduct an Ergonomic (MSI) Risk Assessment in conjunction with the Joint Health and Safety Committee. Note OH&S Regulation sections 4.47 – 4.53. There are 17 employees who use a computer at their workstation.</p>	
cc: Mr. B. Safer (Safety Coordinator); Ms. Buy Right (Purchasing).	
<p>Employer Response: (attach a separate sheet if necessary)</p> <p><i>(Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)</i></p> <p><i>We agree. Per regulation we will conduct a risk assessment. The safety coordinator will follow-up with the Committee to conduct the risk assessment as soon as possible.</i></p>	
<p>Signature: <u>I. N. Charge</u></p> <p style="text-align: right;">(Department Head or Designate)</p>	
<p>Date Returned: <u>January 21, 2000</u></p>	
<p>Committee Comments: <i>(Note any follow-up or additional action required by the Committee.)</i></p> <p><i>W. Hurt and N. Stretch (worker representative) will work with the safety coordinator on the risk assessment.</i></p>	

<p>To: <u>Ms. Buy Right (Purchasing)</u></p>	<p>Date: <u>January 7, 2000</u></p>
<p>From: Joint Health & Safety Committee</p> <p><u>O. Back</u></p> <p>(Co-Chair Signature – Employer Representative)</p>	<p><u>W. Hurt</u></p> <p>(Co-Chair Signature – Worker Representative)</p>
<p>Please respond by: <u>January 28, 2000</u> (Within 21 calendar days.)</p>	
<p>OH&S Issue: (Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)</p> <p><i>The Joint Health and Safety Committee has reviewed the last 12 months of injury reports. Over half were related to workstation layout problems. New software requiring more computer mouse work was also a problem.</i></p>	
<p>Committee Recommendation: (attach a separate sheet if necessary) (Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)</p> <p>2. Purchasing department needs to develop a policy that ergonomic issues need to be given first consideration when selecting equipment and software.</p>	
<p>cc: I. N. Charge (CEO); B. Safer (Safety Coordinator)</p>	
<p>Employer Response: (attach a separate sheet if necessary) (Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)</p> <p><i>This is potentially a high budget issue. Purchasing will wait until the risk assessment is complete before determining the need to develop a new policy or change Purchasing practices.</i></p>	
<p>Signature: <u>Ms. Buy Right</u> (Department Head or Designate)</p>	
<p>Date Returned: <u>January 24, 2000</u></p>	
<p>Committee Comments: (Note any follow-up or additional action required by the Committee.)</p> <p><i>Wait until risk assessment is complete to review this recommendation.</i></p>	

To: <u>I. N. Charge, CEO</u>	Date: <u>January 7, 2000</u>
From: Joint Health & Safety Committee <u>O. Back</u> (Co-Chair Signature – Employer Representative)	<u>W. Hurt</u> (Co-Chair Signature – Worker Representative)
Please respond by: <u>January 28, 2000</u> (Within 21 calendar days.)	
<p>OH&S Issue: (Give a short, clear and complete description of the issue. Describe what, why, who, where and when.) The Joint Health and Safety Committee has reviewed the last 12 months of injury reports. Over half were related to workstation layout problems. New software requiring more computer mouse work was also a problem.</p>	
<p>Committee Recommendation: (attach a separate sheet if necessary) (Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)</p> <p>3. To eliminate MSI injuries, all employees (17) who use a computer need an Ergo 2000 Workstation complete with fully adjustable keyboard tray with coffee holder and heated wrist rest with dual massage capability. (Approximate cost per unit = \$2000). To be ordered asap.</p>	
<p>cc: B. Safer (Safety Coordinator); Ms. Buy Right (Purchasing)</p>	
<p>Employer Response: (attach a separate sheet if necessary) (Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)</p> <p>There is no money in the budget for this. We feel there are more cost effective ways of reducing MSI risk at computer workstations. As an alternative, B. Safer will:</p> <ul style="list-style-type: none"> ➤ Obtain and distribute the WCB book ‘How to Make Your Computer Workstation Fit You’ for employees who use a computer. (complete by: Feb. 7) ➤ Train workers using a computer on how to adjust their workstation (e.g. chair height) and work processes (e.g. appropriate rest breaks) to reduce MSI risk. (complete by: Feb. 25) ➤ Assess workstations for affected workers (based on risk assessment) and make appropriate adjustments (e.g. adjust height of monitor, order new keyboard tray if required, move mouse off desktop to same level as keyboard, etc.) (complete by: Mar 17) ➤ Assess workstations for other workers (complete on ongoing basis - as required) 	
<p>Signature: <u>I. N. Charge</u> (Department Head or Designate)</p>	
<p>Date Returned: <u>January 24, 2000</u></p>	
<p>Committee Comments: (Note any follow-up or additional action required by the Committee.)</p> <p>O. Back and W. Hurt to monitor progress and follow-up with B. Safer as required.</p>	

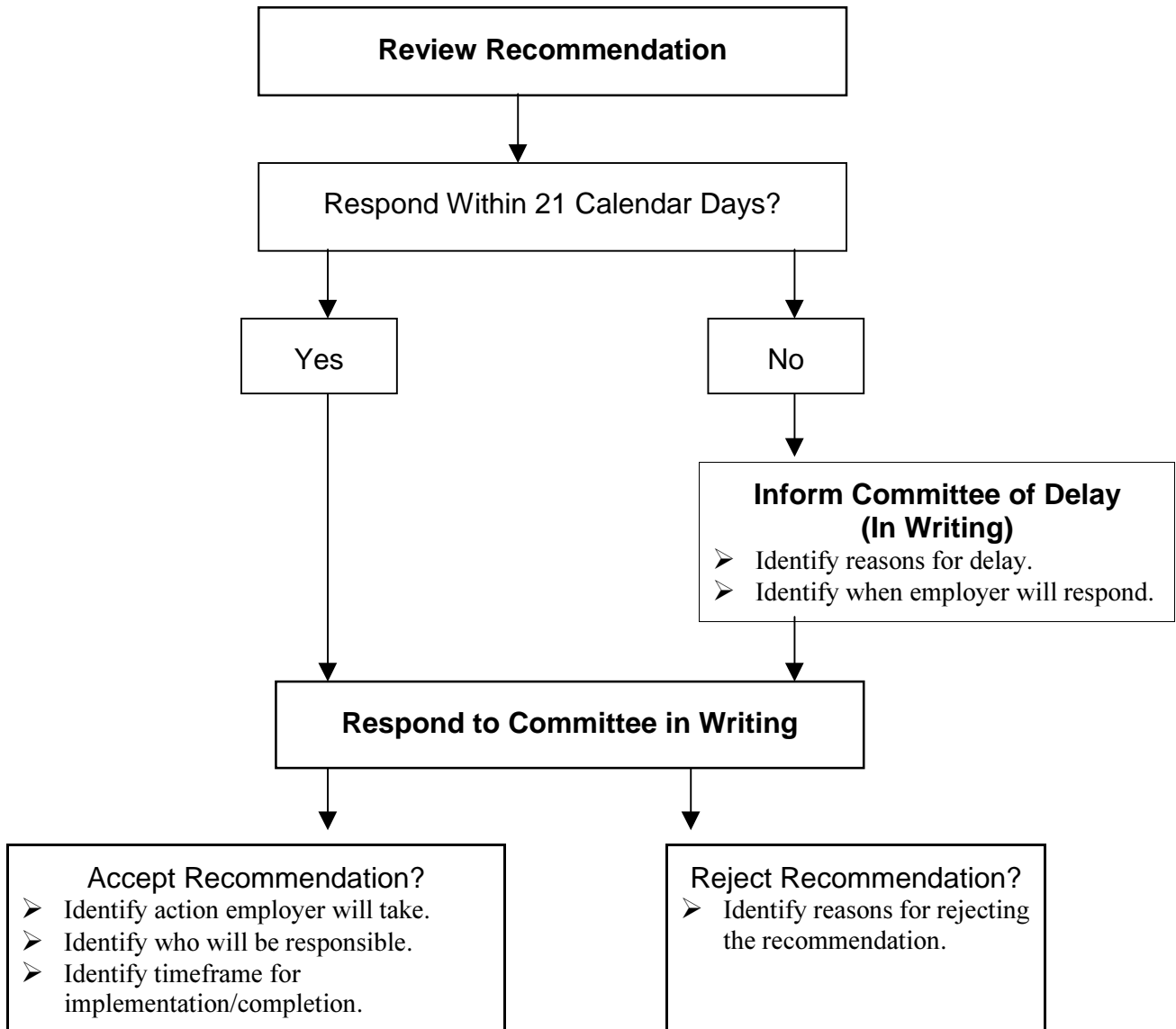
Developing A Recommendation

When a Joint Health and Safety Committee decides action should be taken on an issue, this flow chart can help the committee develop recommendations for the employer.



Responding To A Recommendation

This flow chart shows how an employer should respond to a Joint Health and Safety Committee Recommendation.



Committee Educational Leave

For a Joint Health and Safety Committee to function effectively, members must take appropriate education and training. Education and training should cover the information members need to assist in creating a safe and healthy workplace.

Members' entitlement to training is listed in Part 4, Section 135 of the Workers Compensation Act.

- 135 (1) *Each member of a joint committee is entitled to an annual educational leave totalling 8 hours, ...for the purposes of attending occupational health and safety training courses conducted by or with the approval of the [Workers' Compensation] Board.*
- (2) *A member of the joint committee may designate another member as being entitled to take all or part of the members' educational leave.*
- (3) *The employer must provide the educational leave under this section without loss of pay or other benefits and must pay for, or reimburse the worker for, the costs of the training course and the reasonable costs of attending the course.*

Education Needs Assessment

Before educational decisions are made, each member's individual needs should be assessed. Typically the employer would do this with input from the committee (e.g. from co-chairs). In order to identify each member's education needs, the employer should consider the following questions:

- What does the member need to know to be effective on the health and safety committee?
- What health and safety related education has the committee member already taken in the past?
- What health and safety education do they need in the future?

By answering these questions, the employer can work with committee members to develop a plan for each member's annual educational leave.

Annual Educational Leave

The annual education plan for each committee member will depend on the education needs identified. New committee members might receive training in the general operation of the committee and an introduction to member's duties and functions (e.g. a WorkSafe "Joint Health and Safety Committee" course or equivalent). Members who already have this knowledge might take more advanced training in areas such as workplace inspections, accident investigations, hazard awareness or risk assessment.

It is important to remember that some of the ongoing committee education might be done 'in house'. Members with certain expertise can prepare and deliver a talk, suppliers can be invited to discuss equipment and materials, and professionals from outside organizations can also be included.

A sample Educational Leave Worksheet is provided to show you one way an employer can identify members' health and safety education needs. This is only one approach. Employers can use any method or format that works for their workplace.

- Note Appendix 7 – Blank Sample Educational Leave Worksheet
- Note Appendix 8 – Example Joint H & S Committee Meeting Schedule

Sample Educational Leave Worksheet

Page 1: To be completed by Joint Health & Safety Committee Member or Worker Health & Safety Representative

Member/Representative Name: George Green

Date Completed: Feb. 11/00

1. List Any Health and Safety Experience You Have:

Experience/Position Held (e.g. safety rep; OH&S committee member)	Dates
<i>Worker representative – work area inspections</i>	<i>1990-1992</i>
<i>Safety Committee Member</i>	<i>1993 - present</i>

2. List Any Health and Safety Education You Have Taken:

- Complete this section by listing any health and safety education you have taken from your employer, previous employers, associations, schools/colleges, WCB, consultants, etc.
- Attach additional sheet if necessary.

Presentation or Course	Delivered By (specify e.g. college)	Date	Duration
<i>Safety Inspections</i>	<i>Employer</i>	<i>1991</i>	<i>1.5 hours</i>
<i>Lockout</i>	<i>WCB Prevention Officer Presentation</i>	<i>1995</i>	<i>2 hours</i>
<i>Safety Committee – Roles & Duties</i>	<i>College (WorkSafe)</i>	<i>1998</i>	<i>1 day</i>

3. Identify the Health and Safety Education You Think You Need:

- Under the Workers Compensation Act, Division 4 section 135, committee members and worker representatives are entitled to a minimum of 8 hours educational leave per year.
- Consider the hazards in your workplace and your duties and responsibilities as a committee member or worker representative.
- List education you believe is required. Attach additional sheet if necessary.
- Attach any course information (e.g. course outline) available.
- **Note that a worker health and safety representative has the same duties and functions as a health and safety committee member.**

Topic Area	Reason(s) You Want Education In This Topic Area	Your Priority	
		High	Low
Basic Health and Safety Principles:			
<input type="checkbox"/> Joint H & S Committee Duties & Functions		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Workplace Inspections		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Incident (Accident) Investigations		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hazard Recognition and Control		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Risk Assessment and Control	<i>More effective committee member</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> OH&S Programs	<i>Prepare for annual review of program</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> OH&S Program Review	<i>Prepare for annual review of program</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Responsibilities for OH&S		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Due Diligence	<i>More effective committee member</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Writing Effective Recommendations		<input type="checkbox"/>	<input type="checkbox"/>
Other Health and Safety Related Topics: (specify)			
<input checked="" type="checkbox"/> <i>NAOHS Week Conference</i>	<i>More effective committee member</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Return completed form to designated employer representative: <u>Gordon Martin</u>			

Page 2: To be completed by employer with input from Joint Health and Safety Committee Members or Worker Health and Safety Representatives

Member/Representative Name: George Green
Educational Plan For The Year: 2000 (specify)

<input type="checkbox"/> The above named member/representative designates all or part of this year's educational leave to:	
Committee Member/Rep:	Hrs designated:
Committee Member/Rep:	Hrs designated:
Committee Member/Rep:	Hrs designated:
Total (maximum 8 hours):	
Member/Rep Signature:	Date:

Identify Health and Safety Educational Leave Approved For This Year:

- Complete this section by identifying the educational leave approved for this committee member or worker representative. Note education must be delivered by or approved by WCB.
- Education may be delivered by the employer, associations, schools/colleges, WCB, consultants, etc.

Health and Safety Educational Leave Approved For This Year	Delivered By (specify)	WCB Approved (Y/N)	Date	Duration (hours)	At Year End Check if Completed
Basic Health and Safety Principles:					
<input type="checkbox"/> Joint H & S Committee Duties & Functions					<input type="checkbox"/>
<input type="checkbox"/> Workplace Inspections					<input type="checkbox"/>
<input type="checkbox"/> Incident (Accident) Investigations					<input type="checkbox"/>
<input type="checkbox"/> Hazard Recognition and Control					<input type="checkbox"/>
<input checked="" type="checkbox"/> Risk Assessment and Control	<i>College</i>	<i>Y</i>	<i>June 9</i>	<i>5 hrs</i>	<input type="checkbox"/>
<input type="checkbox"/> OH&S Programs					<input type="checkbox"/>
<input type="checkbox"/> OH&S Program Review					<input type="checkbox"/>
<input type="checkbox"/> Responsibilities for OH&S					<input type="checkbox"/>
<input type="checkbox"/> Due Diligence					<input type="checkbox"/>
<input type="checkbox"/> Writing Effective Recommendations					<input type="checkbox"/>
Other Health and Safety Related Topics (specify):					
<input checked="" type="checkbox"/> <i>Committee Meeting Education (Committee to set up schedule of topics/speakers)</i>	<i>In-house & Invited speakers</i>	<i>Check with WCB</i>	<i>Each Month</i>	<i>3 hours TOTAL</i>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
Total (minimum 8 hours):				<i>8 hrs.</i>	

This educational plan has been approved by	Employer/Representative Name: <i>Tim McMillan</i>
Signature: <i>T. McMillan</i>	Date Approved: <i>March 17/00</i>

cc: George Green; Employee Education File

WCB Approved Education/Training Courses

Once members' needs have been identified, arrangements should be made for them to attend appropriate "WCB Approved" courses. In most communities, WCB WorkSafe courses are available through local Colleges and other members of the Board's WorkSafe Partner Network.

Employers, unions and training consultants are all eligible to apply to become WorkSafe Partners.

For details on becoming a WorkSafe Partner or to obtain a complete list of approved courses and trainers, visit the WCB website (www.worksafebc.com) or call the Prevention Information Line at 604 – 276-3100 or 1-888-621-7233.

For education/training outside of WCB WorkSafe, employers should follow a reasonable process of assessing committee member training needs and selecting appropriate training programs.

The selected training programs do not need to be referred to WCB for pre-approval.

The Joint Health and Safety Committee has a great deal of built-in strength to make sound recommendations around OH&S education. The employer will need to make their decision based on committee recommendations and on the quality of course training materials and instructors.

Reaching Objectives

Once a health and safety committee is established and functioning, its ability to achieve its objectives depends on

- ability to communicate
- effectiveness through employer's support and cooperation of the members.

Communication

The committee is an important channel for employee input in the decision making process.

Committees should try to tackle smaller issues first. By looking at low cost issues that can be quickly and easily fixed, the committee will make positive changes and gain credibility.

Minutes should be prepared promptly and posted in a conspicuous place for all to see.

Worker representatives should report back to employees who have made complaints or suggestions and keep in touch until the matter has been resolved.

Employer representatives should report proceedings to management.

Worker representatives of a union should give a regular report at their local meetings and publish committee activities in their newsletter.

Communication avenues include:

- posting a list of member/alternate names and jurisdiction
 - posting meeting reports
 - posting inspection and incident investigation reports
 - informal conversations
 - various meetings
 - health and safety bulletin board
 - other?
- ***What improvements will you undertake to improve your committee's communication?***

An Effective Committee

The effectiveness and credibility of both the committee and the employer can be measured by results. The committee itself is only an advisory body and only the employer representatives have the authority to translate the committee's decisions into action. **Such action should be taken promptly and the results posted throughout the place of employment.**

If an employer decides against a committee recommendation for good reasons, it should be made known to the employees along with reasonable explanation. **Failure to do so results in loss of credibility.**

It is equally important that members do not attempt to bypass normal employer channels of supervision or control. It should be remembered that safety and health are part of the job and should be dealt with on the job. Reporting hazardous conditions and procedures and taking corrective action is a matter for immediate attention through normal channels. **Don't wait until the next meeting.**

The work of the health and safety committee should supplement the employer's efforts and not attempt to be a substitute for them. The committee should not attempt to assume any of the employer's legal and moral responsibilities and should overcome a "them and us" attitude to be effective.

Finally, the committee should establish procedures for self-monitoring in an effort to ensure that objectives are being reached.

- ☐ Note Appendix 9 – Sample Joint Health and Safety Committee Self Assessment Checklist

Employer's Role

Employers who take health and safety in the workplace seriously and support the Joint Health and Safety Committee will benefit the most.

Fewer incidents, accidents and injuries – the likely result of an active health and safety committee – can directly affect a company's profits.

Employees will be more productive and safe, and claims costs can be reduced through the WCB's experience rating plan.

- ☐ Note Appendix 10 – Sample Employer Checklist:
How to Maintain a Joint Health and Safety Committee

Conclusion

The attitudes of employers, employees and unions are critical to the success of the safety and health committee. Key ingredients are a strong commitment by the employer expressed in policies, procedures and actions as well as the interest and involvement of the workers.

Appendices

See Appendices for the following samples and examples:

- 1 - Employer Checklist #1: How to Set Up a Joint Health and Safety Committee
- 2 - Terms of Reference
- 3 - Agenda
- 4 - Meeting Report with attachments:
 - Inspection Report
 - Accident/Incident Investigation Report
- 5 - Data Summary Table
- 6 - Recommendation Form
- 7 - Educational Leave Worksheet
- 8 - Joint Health and Safety Committee Meeting Schedule
- 9 - Joint Health and Safety Committee Self Assessment Checklist
- 10 - Employer Checklist #2: How to Maintain a Joint Health and Safety Committee

These samples are only one approach. Employers and Joint Health and Safety Committees can use any method or format that works for their workplace.

This page intentionally left blank.

Appendix No. 1 **Sample Employer Checklist #1: How to Set Up A Joint Health and Safety Committee**

This checklist identifies the steps employers should follow to set up a compliant committee.

Activity	Completion Date	Assigned To	Check When Done
<p>Draft Committee Terms of Reference Terms of Reference should include information on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of health and safety committee <input type="checkbox"/> Constituency <input type="checkbox"/> Statement of committee purpose <input type="checkbox"/> Duties and functions <input type="checkbox"/> Records <input type="checkbox"/> Meetings <input type="checkbox"/> Agendas and Meeting Reports <input type="checkbox"/> Composition <input type="checkbox"/> Co-chairs <input type="checkbox"/> Terms of Office <input type="checkbox"/> Assistance in Resolving Disagreements <input type="checkbox"/> Amendments <p><i>See Example Terms of Reference</i></p>			<input type="checkbox"/>
<p>Determine Number of Committee Members</p> <ul style="list-style-type: none"> <input type="checkbox"/> minimum = 4 members <input type="checkbox"/> at least 50% of members must be worker representatives <p>Factors to consider include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> efficiency <input type="checkbox"/> number of employees <input type="checkbox"/> degree of hazard in the workplace <input type="checkbox"/> number of places of employment <input type="checkbox"/> number of unions or worker groups <input type="checkbox"/> need to represent different shifts/departments 			<input type="checkbox"/>
<p>Select Worker Representatives and Alternates</p> <ul style="list-style-type: none"> <input type="checkbox"/> select from workers who do not exercise managerial functions <input type="checkbox"/> union workers: select according to union(s) established procedures <input type="checkbox"/> non-union workers: elect by secret ballot <input type="checkbox"/> determine number of union and non-union worker representatives in equitable proportion to their relative numbers and health and safety risks 			<input type="checkbox"/>
<p>Select Employer Representatives and Alternates</p> <ul style="list-style-type: none"> <input type="checkbox"/> select from among persons who exercise managerial functions <input type="checkbox"/> for an effective committee, employer representatives should have authority to take immediate action on committee recommendations 			<input type="checkbox"/>
<p>Post the names and work locations of Joint Health & Safety Committee members and alternates</p>			<input type="checkbox"/>
<p>Set First Monthly Meeting Date and Agenda First meeting activities should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 co-chair selected by worker representatives <input type="checkbox"/> 1 co-chair selected by employer representatives <input type="checkbox"/> Review draft Terms of Reference <input type="checkbox"/> Review sample meeting agenda and meeting report <p><i>See Example Agenda and Example Meeting Report</i></p>			<input type="checkbox"/>

This page intentionally left blank.

Example Joint Health and Safety Committee Terms of Reference

1. Name of health and safety committee

(A name is reference for identification where there are other committees in the organization.)

The committee shall be known as the Head Office Joint Health and Safety Committee.

2. Constituency

(Identify the parts of the operation or the group or groups of workers represented by the committee.) For example:

Employer Representative #1	Purchasing Department; Shipping/Receiving Department
Employer Representative #2	Parking Lot; Executive Offices
Worker Representative #1	Reception Works Yard
Worker Representative #2	Warehouse Security Department

3. Purpose of the Committee

It is a joint committee made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety and health program in the place of employment.

4. Duties and Functions of the Committee

- (a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- (b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- (c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- (d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness.
- (e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness.
- (f) Advise the employer on programs and policies required under the Regulation for the workplace and monitor their effectiveness.
- (g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- (h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.

Appendix No. 2

- (i) Participate in inspections, investigations and inquiries as provided by the Regulation.
- (j) When necessary, request information from the employer about:
 - (i) Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
 - (ii) Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- (k) Carry out any other duties and functions prescribed by the Regulation.

5. Records

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least 2 years from the date of the joint health and safety committee meeting to which they relate. (Note first aid records should be kept for at least 10 years; education and training related records should be kept for at least 3 years after the training session.)

6. Meetings

- (a) The committee will meet monthly on the (_____) working day of each month.
- (b) Special meetings, if required, will be held at the call of the co-chairs.
- (c) A quorum shall consist of a majority of members (_____).
- (d) The committee will add procedures it considers necessary for the meetings.

7. Agendas and Meeting Reports

- (a) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- (b) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, Joint Health and Safety Committee members, workers and the Workers' Compensation Board.
- (c) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible.

8. Composition of the Committee

- (a) The committee shall consist of _____ members.
- (b) One worker representative will be elected from each of the following areas or unions (list areas or unions).
- (c) One employer representative will be appointed from each of the following areas (list areas).

9. Co-chairs

- (a) The committee will elect co-chairs from its membership.
- (b) The worker representatives shall select a co-chair.
- (c) The employer representatives shall select a co-chair.
- (d) The co-chairs shall:
 - (i) Control the meetings
 - (ii) Ensure the maintenance of an unbiased viewpoint
 - (iii) Arrange the agendas
 - (iv) Review previous meeting reports and material prior to the meetings
 - (v) Arrange for the meeting place
 - (vi) Notify members of meetings
 - (vii) Prepare meeting agendas
 - (viii) Prepare meeting reports
 - (ix) Forward a copy of meeting reports to the employer for distribution
 - (x) Prepare recommendation(s) and forward to the employer for a response
 - (xi) Prepare all correspondence

10. Terms of Office

- (a) Committee members will sit on the committee for _____ years. (Note committees are more effective if terms of office overlap for committee members. This allows a mix of new and experienced committee members on the committee, even after elections).
- (b) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- (c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- (d) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

11. Recommendations to the Employer will Meet These Guidelines:

- (a) Directly related to health and safety.
- (b) Doable (reasonably capable of being done).
- (c) Complete (employer will not need more information to make a decision).

12. Assistance in resolving disagreements within committee

If the joint health and safety committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a co-chair of the committee may report this to the Workers' Compensation Board, which may investigate and attempt to resolve the matter.

13. Amendments

These terms of reference may be amended by vote of the committee members.

The page intentionally left blank.

Example Joint Health and Safety Committee Agenda

Date: February 15, 2000	Location: Meeting Room 1
Time: 10:30 – 11:30	Place: Head Office
Agenda Item	Allotted Time
1. Roll Call Note those members present and absent; note guests and alternates.	1 min.
2. Meeting Report Adopt report of the previous meeting as circulated, correcting any errors or omissions.	1 min.
3. Unfinished Business	5 min.
4. Review of Inspection Report	10 min.
5. Review of First Aid and Accident/Incident Investigations	5 min.
6. New Business (items for consideration)	10 min.
7. Education	15 min.
8. Recommendation(s) to Employer	10 min.
9. Other Business	3 min.
10. Adjourn	Total = 60 min.

Note: The recommended time limit of the meeting will be one hour to a maximum of two hours. If there is any unfinished business after the time allotted, additional meetings may be scheduled.

The page intentionally left blank.

"Example Meeting Report"

Royal Oak Furniture Manufacturing
1234 Fifth Street
Wood Town, BC

Joint Occupational Health & Safety Committee Minutes

Date: February 10, 2000

Attendance: Tim McMillan, Manager
George Green, Shop Foreman
Mary Lee, Shipping Manager
Gordon Martin, Forklift Operator
Orville Stewart, Maintenance
Parvinder Atawall, Warehouse (alternate for Dal Singh)

Guests: Sharon Price, Occupational First Aid Attendant
Carl Page, Safety Coordinator

Co-chairs: Gordon Martin (employer representative) George Green (worker representative)

Mr. Martin opened the meeting at 10:30 a.m. on February 10, 2000 in meeting room #1.

The report of the January 13th meeting was adopted as circulated.

BUSINESS ARISING OUT OF THE MEETING REPORT

George Green reported that management has agreed to the Safety Committee's recommendation of last month to install a new paint booth in the shop. The paint booth will be waterfall style ventilation booth with exhaust onto the roof. An air-line respirator system will be installed. This will be installed within the next month.

Carl Page advised that as soon as the installation is completed he will conduct a training program for all users.

NEW BUSINESS

First Aid Report

Sharon reported that in December 1999 we had 12 First Aid Cases, plus 2 Health Care Only (Medical Aid), plus 1 Short Term Disability (STD) Injury for a total of 15. The STD was a piece of steel in worker's eye. The 2 Health Care Only were to the warehouseman who had an X-Ray for a suspected fracture which was negative and a contact dermatitis case from use of glue. Statistics have been developed using frequency and severity rate calculations. Our man-hour exposure for 25 workers was 3,250 hours for December and 40,000 hours for last year.

ACCIDENT STATISTICS**December 1999 Monthly Summary**

TYPE	December 1999	December 1998	YEAR TO DATE	Y.T.D. LAST YEAR
REPORTED ONLY (FIRST AID)	12	9	150	131
HEALTH CARE ONLY	2	1	28	22
STD (TIME LOSS)	1	0	10	8
TOTAL	15	13	188	161
DAYS LOST	6	0	70	55
ACC. INVESTIG.	3	4	40	30
			THIS YEAR	(PREV.) (YEAR)
FREQUENCY FOR DECEMBER 1999		$\frac{1 \times 200,000}{3,250}$	= 61.53	(42.10)
SEVERITY FOR DECEMBER 1999		$\frac{6 \times 200,000}{3,250}$	= 369.23	(289.5)

The committee evaluated the three incident investigations. Although the initial incident appears to have been addressed, it appears that table saw users need training, and this will be recommended by the committee.

1999 Annual Summary

TYPE	1998	1999
DANGEROUS OCCURRENCE	5	12
REPORTED ONLY (FIRST AID)	131	150
HEALTH CARE ONLY	22	28
STD (TIME LOSS)	8	10
TOTAL	166	200
DAYS LOST	70	55
ACC. INVESTIG.	30	40
1999 INJURY RATE =	$\frac{\text{No. of STDs} \times 100}{\text{No. of FTEs}} = \frac{10 \times 100}{25} = 40$	
1998 INJURY RATE (18 FTEs) =	44.4	

The committee reviewed the statistics. A decision was made to start reviewing dangerous occurrences or near misses on a monthly basis so that potential hazards can be identified and controlled before more serious injury/illness might occur.

MONTHLY INSPECTION

The inspection was conducted on January 18th by George Green and Orville Stewart and is attached. Orville reported that out of the 17 items noted, only items #12 & 13 are outstanding. The yellow lines will be painted on the first week-end that there is no rain. New racking had been ordered for the warehouse and delivery is expected within three weeks. Meanwhile, the damaged racking has been tagged out of service.

Some discussion also took place about the wearing of running shoes. It was agreed that safety shoes must be worn throughout the operation with the exception of the office.

EDUCATION

Carl Page advised the three new members on the committee that he has registered them in a WCB WorkSafe education program for committee members being conducted by the local college on March 22nd.

Gordon Martin gave a 15 minute education talk on "Fork Lifts-Operation and Monitoring Checklist".

COMMITTEE RECOMMENDATION(S)

1. The committee recommends a further training session for table saw users and this topic be covered by Crew Talks.
Employer Action: Mr. McMillan (manager) agreed to this and will follow-up. A formal recommendation is not required at this time.

OTHER BUSINESS

A sub committee consisting of Carl Page, Dal Singh and Mary Lee was set up to develop a program for Canadian Occupational Health and Safety Week (COHSWeek) June 16-22. A preliminary report to be given next month.

Meeting adjourned at 11:45 a.m.

Next meeting will be held Thursday March 9.

Distribution of minutes:

- Joint Occupational Health & Safety Committee
- All managers and supervisors
- WCB
- Union
- Notice Board

Joint Health and Safety Committee Recommendation

To: <u>Tim McMillan (Manager)</u>	Date: <u>Jan. 13, 2000</u>
From: Joint Health & Safety Committee	
<u>Gordon Martin</u> (Co-Chair Signature – Employer Representative)	<u>George Green</u> (Co-Chair Signature – Worker Representative)
Please respond by: <u>Feb. 3, 2000</u> (Within 21 calendar days.)	
OH&S Issue: <i>(Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)</i> First Aid Record Book shows 10 incidents in last quarter of 1999 involving paint fumes in the shop. The existing paint booth is 20 years old and no longer functioning adequately.	
Committee Recommendation: (attach a separate sheet if necessary) <i>(Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)</i> Estimates of repair costs are very high; it is more cost effective to purchase a new booth. Recommend installation of a new paint booth and respirator system in the shop.	
cc: George Green (shop foreman), Carl Page (Safety Coordinator)	
Employer Response: (attach a separate sheet if necessary) <i>(Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)</i> Agreed. Paint booth will be waterfall style ventilation booth with exhaust onto the roof. An air-line respirator system will be installed within the next month. After installation, Carl Page will conduct a training program for all users.	
Signature: <u>T. McMillan</u> (Department Head or Designate)	
Date Returned: <u>Jan 26/00</u>	
Committee Comments: <i>(Note any follow-up or additional action required by the Committee.)</i> George Green to provide input to Carl on training program, as required.	

Appendix No. 4

<u>INSPECTION REPORT</u>					
DATE: <u>JANUARY 18, 2000</u>			INSPECTORS: <u>GEORGE GREEN & ORVILLE STEWART</u>		
TO BE COMPLETED BY INSPECTION TEAM:			ASSIGNED BY MANAGER:		FOLLOW UP
ITEM NO.	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	RATING HAZARD A B C	CORRECTION BY (PERSON)	DATE TO BE COMPLETED	ACTION TAKEN COMPLETED/DATE PENDING
	<u>FURNITURE SHOP</u>				
1	No. 4 table saw guard has been removed and could not be located. Tagged out-of-service until corrected.	A	Phil Lowe (operator) Correct and establish reason.	Immediate	Completed January 18
2	Fire extinguisher at planer is missing.	B	Tim Jones New extinguisher from stores.	January 19	Completed January 19
3	Two workers wearing running shoes. They were sent home for proper equipment.	B	George Green to enforce.	January 18	Completed
4	Grinding stone needed to be redressed.				
5	Belt sander was left running and no operator present. We shut it off.	A	J. Singh (foreman)	Immediate	Completed January 18
		B	J. Singh for crew talk	January 26	Completed January 21

<u>INPSECTION REPORT</u>					
DATE: <u>JANUARY 18, 2000</u>			INSPECTORS: <u>GEORGE GREEN & ORVILLE STEWART</u>		
TO BE COMPLETED BY INSPECTION TEAM:			ASSIGNED BY MANAGER:		FOLLOW UP
ITEM NO.	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING A B C	CORRECTION BY (PERSON)	DATE TO BE COMPLETED	ACTION TAKEN COMPLETED/DATE PENDING
<u>MAINTENANCE</u>					
6	Ground prong missing from portable drill. Removed from service.	A	Fred Peters	Immediate	Completed January 18
7	Storage room cluttered.	C	Fred Peters	January 26	Completed January 24
8	Broken glass on gauge of oxygen acetylene unit. Tagged out-of-service.	A	Fred Peters	January 19	Completed January 19
<u>PAINT BOOTH</u>					
9	Open container of solvent left unattended.	B	Dave Asante to correct & establish reason.	Immediate	Completed January 18
10	WHMIS label illegible on paint container.	B	Dave Asante	Immediate	Completed January 21
11	Worker not wearing respirator while spray painting. Corrected on site.	A	Dave Asante for follow-up Crew Talk.	Immediate	Crew Talk given January 19.

INSPECTION REPORT					
DATE: <u>JANUARY 18, 2000</u>			INSPECTORS: <u>GEORGE GREEN & ORVILLE STEWART</u>		
TO BE COMPLETED BY INSPECTION TEAM:			ASSIGNED BY MANAGER:		FOLLOW UP
ITEM NO.	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING A B C	CORRECTION BY (PERSON)	DATE TO BE COMPLETED	ACTION TAKEN COMPLETED/DATE PENDING
<u>SHIPPING</u>					
12	Semi wheels not chocked.	A	Driver & Paul Lapierre	Immediate	Completed January 18
13	Paint lines on dock are faded.	B	Fred Peters (Maintenance supt.)	February 1	Pending Weather
14	Racking at south wall of warehouse is damaged. Has been hit by forklift.	B	Fred Peters	February 1	Pending re new racking Racking not used.
<u>OFFICE</u>					
15	Exit light out at mail room.	B	Sharon Price	January 20	Completed January 19
16	Carpet torn in accounting.	C	Tim McMillan	February 21	Completed January 25
17	Secretary using chair to reach top shelf. Corrected immediately and located step-ladder.	B	Sharon Price	January 19	Completed. Crew Talk Jan. 19

<u>INSPECTION REPORT</u>					
DATE: _____ INSPECTORS: _____					
TO BE COMPLETED BY INSPECTION TEAM:			ASSIGNED BY MANAGER:		FOLLOW UP
ITEM NO.	HAZARD AND LOCATION (ACTION IF APPROPRIATE)	HAZARD RATING A B C	CORRECTION BY (PERSON)	DATE TO BE COMPLETED	ACTION TAKEN COMPLETED/DATE PENDING

ROYAL OAK FURNITURE MANUFACTURING CO. LTD.

ACCIDENT / INCIDENT INVESTIGATION REPORT

NOTE: SHADED AREAS ARE THE MOST IMPORTANT

Last name of injured person BAKER		First name BRENT		Age 43	Sex M
Length of service 18 YEARS	Time on present job 16 YEARS		Occupation TABLE SAW OPERATOR		
Date of accident JAN. 14, 2000		Time of accident 2:55 P.M.		Date of report JAN. 14, 2000	
Nature of injury PIECE OF STEEL IN RIGHT EYE					
Description of accident / incident or employee's account Shipping ran out of pallets and needed two for a shipment this afternoon. Foreman instructed to Baker to rip 6" x 6" posts that were part of old warehouse torn down last year. Baker proceeded to rip the posts into 3" x 6" and he was in a hurry he didn't check for nails. He also did not use the saw guard and he did not wear any eye protection. Also, First Aid Attendant was sick today and there was no one to treat the injured worker.					
Basic cause and contributory causes. Explain fully unsafe act, unsafe condition, personal factor, other. Out of pallets-Poor planning. Worker rushed due to production deadline. Using material that had nails in it. Saw guard not used. Worker not wearing eye protection. Post accident problem-No F.A.A. on duty, which delayed treatment.					
Recommended Corrective Measures:				Action by:	
1) Develop inventory system for pallets and other supplies.				G. Green	
2) Use new stock or carefully inspect material prior to cutting.				G. Green	
3) Saw guard must be in place.				Operator	
4) Saw operators must use eye & full face protection at all times.				Operator	
5) Supervisor to retrain operators				G.Green	
6) Train or hire additional first aid attendants.				T. McMillan	
Inspection Team: George Green..... Dal Singh.....					
Management review by: Tim McMillan, Manager			Date to be completed by: Jan. 21-items 1-5. Feb. 18 -item 6		

Company Name

ACCIDENT / INCIDENT INVESTIGATION REPORT

NOTE: SHADED AREAS ARE THE MOST IMPORTANT

Last name of injured person		First name		Age	Sex
Length of service	Time on present job		Occupation		
Date of accident		Time of accident		Date of report	
Nature of injury					
Description of accident / incident or employee's account					
Basic cause and contributory causes. Explain fully unsafe act, unsafe condition, personal factor, other.					
Recommended Corrective Measures:				Action by:	
Inspection Team:					
Management review by:				Date to be completed by:	

Sample Format - Data Summary Table

Information from the workplace and WCB (e.g. Accident and Injury Reporting System (AIRS), EmployerConnect, Claims Cost monthly statement or annual summary) can be tabulated and summarized. The information can then be analyzed to determine if there is any trend (positive or negative) in workplace injuries and diseases over time (e.g. number of STDs over months).

Note: Injury data is a results measure (post injury). Activity or performance measures could also be included (e.g. number of accident investigations, number of inspections, etc.)

Indicator	January	February	Etc.	Year To Date (YTD)	YTD Previous Year
Dangerous occurrence/near miss					
Reported only (First Aid)					
Health care only					
Short term disability (STD) claims					
Number of incident/accident investigations					
Days lost to work related injury/disease					
Cost of all STD claims					
Total paid hours					
Average No. of FTEs					
No. of time loss injuries (e.g. STDs) per 100 FTEs					
Average no. of days lost per injury					
Average cost per STD (time loss) claim					
TOTALS:					

FTE = Full time equivalent

The page intentionally left blank.

Sample Format Joint Health and Safety Committee Recommendation Form

To: _____	Date: _____
From: Joint Health & Safety Committee	
_____ (Co-Chair Signature – Employer Representative)	_____ (Co-Chair Signature – Worker Representative)
Please respond by: _____ <i>(Within 21 calendar days.)</i>	
OH&S Issue: <i>(Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)</i>	
Committee Recommendation: (attach a separate sheet if necessary) <i>(Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)</i>	
cc: Appropriate Manager, Safety Coordinator, CEO, etc.	
Employer Response: (attach a separate sheet if necessary) <i>(Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)</i>	
Signature: _____ (Department Head or Designate)	
Date Returned: _____	
Committee Comments: <i>(Note any follow-up or additional action required by the Committee.)</i>	

The page intentionally left blank.

Appendix No. 7 **Sample Educational Leave Worksheet**
For Joint Health and Safety Committee Member/Worker Health and Safety Representative

Page 1: To be completed by Joint Health & Safety Committee Member or Worker Health & Safety Representative

Member/Representative Name: _____

Date Completed: _____

1. List Any Health and Safety Experience You Have:

Experience/Position Held (e.g. safety rep; OH&S committee member)	Dates

2. List Any Health and Safety Education You Have Taken:

- Complete this section by considering health and safety education you have taken from your employer, previous employers, associations, schools/colleges, WCB, consultants, etc.
- Attach additional sheet if necessary.

Presentation or Course	Delivered By (specify e.g. college)	Date	Duration

3. Identify the Health and Safety Education You Think You Need:

- Under the Workers Compensation Act, Division 4 section 135, committee members and worker representatives are entitled to a minimum of 8 hours educational leave per year.
- Consider the hazards in your workplace and your duties and responsibilities as a committee member or worker representative.
- List education you believe is required. Attach additional sheet if necessary.
- Attach any course information (e.g. course outline) available.
- *Note that a worker health and safety representative has the same duties and functions as a Joint Committee member.*

Topic Area	Reason(s) You Want Education In This Topic Area	Your Priority	
		High	Low
Basic Health and Safety Principles:			
<input type="checkbox"/> Joint H & S Committee Duties & Functions		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Workplace Inspections		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Incident (Accident) Investigations		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hazard Recognition and Control		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Risk Assessment and Control		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OH&S Programs		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OH&S Program Review		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Responsibilities for OH&S		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Due Diligence		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Writing Effective Recommendations		<input type="checkbox"/>	<input type="checkbox"/>
Other Health and Safety Related Topics (specify):			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Return this form to designated employer representative:

**Appendix No. 7 Sample Educational Leave Worksheet
For Joint Health and Safety Committee Member/Worker Health and Safety Representative**

Page 2: To be completed by employer with input from Joint Health and Safety Committee Members or Worker Health and Safety Representatives

Member/Representative Name: _____
Educational Leave For The Year: _____ (specify)

<input type="checkbox"/> The above named member/representative designates all or part of this years educational leave to:	
Committee Member/Rep:	Hrs designated:
Committee Member/Rep:	Hrs designated:
Committee Member/Rep:	Hrs designated:
Total (maximum 8 hours):	
Member/Rep Signature:	Date:

Identify Health and Safety Educational Leave Approved For This Year:

- Complete this section by identifying the educational leave approved for this committee member or worker representative.*
- Education may be delivered by the employer, associations, schools/colleges, WCB, consultants, etc.

Health and Safety Educational Leave Approved For This Year	Delivered By (specify)	WCB Approved* (Y/N)	Date	Duration (hours)	At Year End Check if Completed
Basic Health and Safety Principles:					
<input type="checkbox"/> Joint H & S Committee Duties & Functions					<input type="checkbox"/>
<input type="checkbox"/> Workplace Inspections					<input type="checkbox"/>
<input type="checkbox"/> Incident (Accident) Investigations					<input type="checkbox"/>
<input type="checkbox"/> Hazard Recognition and Control					<input type="checkbox"/>
<input type="checkbox"/> Risk Assessment and Control					<input type="checkbox"/>
<input type="checkbox"/> OH&S Programs					<input type="checkbox"/>
<input type="checkbox"/> OH&S Program Review					<input type="checkbox"/>
<input type="checkbox"/> Responsibilities for OH&S					<input type="checkbox"/>
<input type="checkbox"/> Due Diligence					<input type="checkbox"/>
<input type="checkbox"/> Writing Effective Recommendations					<input type="checkbox"/>
Other Health and Safety Related Topics (specify):					
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
Total (minimum 8 hours):					

This educational plan has been approved by	Employer/Representative Name:
Signature:	Date Approved:

cc: Committee Member or Worker Representative; Employee Education File

* For details on becoming a WorkSafe Partner or to obtain a complete list of approved courses and trainers, visit the WCB website (www.worksafefbc.com) or call the Prevention Information Line at 604-276-3100 or 1-888-621-7233.

Example Joint Health and Safety Committee Meeting Schedule

2000 Monthly Meeting Schedule – Joint Health and Safety Committee

Note: Meetings are held the second Thursday of each month.

2000 Meetings	Time	Place	Educational Topic (15 min./meeting unless otherwise noted)
<i>January 13</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>WHMIS – Workplace Labels</i>
<i>February 10</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Using the Forklift Checklist</i>
<i>March 9</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Safe Work Procedures</i>
<i>April 13</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Office Ergonomics</i>
<i>May 11</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Hearing Conservation Program</i>
<i>June 8</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Risk Assessments</i>
<i>July 13</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Invited Speaker – Topic To Be Determined</i>
<i>August 10</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Earthquake Preparedness</i>
<i>September 14</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Violence Prevention Program</i>
<i>October 12</i>	<i>10:30 – 11:30 11:30 – 12:30</i>	<i>Meeting Room 1</i>	<i>Note extra time for Education: Invited Speaker – Topic To Be Determined</i>
<i>November 16</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Building Evacuation</i>
<i>December 14</i>	<i>10:30 – 11:30</i>	<i>Meeting Room 1</i>	<i>Safety Footwear</i>

The page intentionally left blank.

Committee Name: _____ Location: _____
 Completed By: _____ Date: _____

The Joint Health and Safety Committee can conduct a self-assessment to see if the committee is set up and functioning as required (e.g. as part of an annual OH&S program review). The self-assessment process is made up of three parts:

- **Self-Assessment Checklist** – identify items that make the committee compliant and effective
- **Action Plan** – identify items that need attention
- **(Optional) Scoring Sheet** – measure and compare the committee’s performance over time

Self-Assessment Checklist - Directions

- Answer each statement by checking yes or no.

Item	Status
Terms of Reference	
1. Committee has written Terms of Reference that establish the committee’s rules of procedure. Terms of Reference should include information on: <input type="checkbox"/> Name of health and safety committee <input type="checkbox"/> Constituency <input type="checkbox"/> Statement of committee purpose <input type="checkbox"/> Duties and functions <input type="checkbox"/> Records <input type="checkbox"/> Meetings <input type="checkbox"/> Agendas and Meeting Reports <input type="checkbox"/> Composition <input type="checkbox"/> Co-chairs <input type="checkbox"/> Terms of Office <input type="checkbox"/> Assistance in Resolving Disagreements <input type="checkbox"/> Amendments	<input type="checkbox"/> Yes <input type="checkbox"/> No
Membership	
2. There are a minimum of 4 members, worker and employer representatives from and representing the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. At least 50% of members are worker representatives.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Worker representatives have selected 1 co-chair.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Employer representatives have selected 1 co-chair.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Names and work locations of committee members and alternates are posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties and Functions	
7. Identify unhealthy or unsafe workplace situations and advise on effective systems for responding to those situations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Consider and quickly deal with complaints relating to the health and safety of workers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Consult with workers and employer on issues related to OH&S and work environment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Advise employer on workplace programs and policies required under the OH&S Regulation and monitor their effectiveness.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Advise employer on proposed changes to the workplace or work processes that may affect the health or safety of workers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Make recommendations to the employer on educational programs promoting health and safety of workers and compliance with the OH&S Regulation, and monitor program(s) effectiveness.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Ensure accident investigations and regular inspections are carried out as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Assign representatives to participate in inspections as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Assign representatives to participate in accident investigations as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Assign representatives to participate in inquiries as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No

(Optional) Scoring Sheet - Directions

- Fill out the Self-Assessment Checklist.
- For every ‘Yes’, give the assigned score listed in column A.
- For every ‘No’, give a score of zero (0) in column B.
- Add up the total of column A and B. This will give you an Initial Score for your committee’s performance.
- **After completing the Action Plan for column B items**, give the improved score listed in Column C.
- Take the best score of A or C for each item, and list it in Column D.
- Add up the total of Column D. This will give you a Score After Action Plan for your committee’s performance.

Item	A. Yes		B. No		C. Corrected using Action Plan		D. Score <u>after</u> using the Action Plan (best score from A <u>or</u> C).	
	Score		Score		Score			
1.	3		0		3			
2.	3		0		3			
3.	3		0		3			
4.	3		0		3			
5.	3		0		3			
6.	3		0		3			
7.	3		0		3			
8.	3		0		3			
9.	3		0		3			
10.	3		0		3			
11.	3		0		3			
12.	3		0		3			
13.	3		0		3			
14.	3		0		3			
15.	3		0		3			
16.	3		0		3			

Continued on next page

Item	A. Yes		B. No		C. Corrected using Action Plan		D. Score <u>after</u> using the Action Plan (best score from A <u>or</u> C).	
	Score		Score		Score			
17.	4		0		4			
18.	4		0		4			
19.	4		0		4			
20.	4		0		4			
21.	4		0		4			
22.	4		0		4			
23.	4		0		4			
24.	4		0		4			
25.	4		0		4			
26.	4		0		4			
27.	3		0		3			
28.	3		0		3			
29.	3		0		3			
30.	3		0		3			
Total A:			Total B:					

Initial Score (Total A + B):	
-------------------------------------	--

Score After Action Plan (Total D):	
---	--

Score	Performance*
Less than 35	Immediate action should be taken. An effective Joint Health and Safety Committee is not in place.
35 to 59	Some safety and health activities exist but better planning and organization is required.
60 to 84	Joint Health and Safety Committee is active and underway but needs fine tuning.
85	Joint Health and Safety Committee meets recommended minimum compliance level.
86 to 100	Joint Health and Safety Committee exceeds minimum compliance level.

**Note performance scores are only a guideline. Other factors to consider include health and safety performance in the workplace, compliance with Workers Compensation Amendment Act and OH&S Regulation, degree of hazard associated with violations, etc.*

**Appendix No. 10 Sample Employer Checklist #2:
How to Maintain A Joint Health and Safety Committee**

This checklist identifies the activities employers need to do to maintain a compliant committee. These activities need to be built into the employer's ongoing business activities.

Activity	Completion Date	Assigned To	Check When Done
<p>Committee Business</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide committee members time away from regular work (deemed paid time) for committee meetings and any other time required to prepare for committee meetings and fulfill committee functions. <input type="checkbox"/> Provide the committee with the equipment, premises and clerical personnel necessary to carry out its duties and functions. <input type="checkbox"/> It is desirable for the employer to provide typing and clerical services, and is also acceptable for the employer to provide a recording secretary who would not necessarily be considered a committee member. 			<input type="checkbox"/>
<p>Committee Recommendations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Respond to committee in writing within 21 calendar days of receiving written recommendation(s) indicating acceptance or reasons for not accepting recommendation(s). <input type="checkbox"/> Provide a written explanation for any delay if it is not reasonably possible to provide a response before the end of 21 calendar days. 			<input type="checkbox"/>
<p>Committee Monthly Meeting Reports</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send a copy of the committee monthly meeting reports to the worker union(s) on request. <input type="checkbox"/> Retain a copy of committee monthly meeting reports for at least 2 years from the date of the meeting. <input type="checkbox"/> Ensure retained monthly meeting reports are readily accessible to committee members, workers, and Workers' Compensation Board. <input type="checkbox"/> Post the reports of the 3 most recent meetings. 			<input type="checkbox"/>
<p>Educational Leave</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide each committee member annual paid educational leave of 8 hours per year, including course costs and reasonable costs to attend occupational health and safety training courses conducted by or approved by WCB*. 			<input type="checkbox"/>
<p>Health and Safety Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advise the committee of any planned introduction of new equipment, new operating procedures or new chemicals or other substances or materials. <input type="checkbox"/> Provide committee, on request, with information about known or reasonably foreseeable health or safety hazards that workers at the workplace may be exposed to. <input type="checkbox"/> Provide committee, on request, with information about health and safety experience, work practices, and standards in similar or other industries of which the employer has knowledge. 			<input type="checkbox"/>

* For details on becoming a WorkSafe Partner or to obtain a complete list of approved courses and trainers, visit the WCB website (www.worksafebc.com) or call the Prevention Information Line at 604-276-3100 or 1-888-621-7233.

The page intentionally left blank.