
5.3 Joint Occupational Health and Safety Committee Rules of Procedure

Composition of the Committee

1. All employee groups shall elect a representative to sit on the Joint Occupational Health and Safety Committee. At least half of the committee members must be non-management employees.
2. The employer shall have a Management Representative.
3. Committee members (employees) elect a chair and the employer has a vice-chair.
4. Whenever possible a decision will be reached on a consensus basis.
5. The Chairs of the meeting shall vote.

Chair

Functions of the Chair:

1. Preside over the meeting of the JOHSC and ensure it is conducted in a democratic and orderly manner.
2. Develop the agenda for the meeting and ensure the agenda is provided to all members of the JOHSC at least five business days prior to the meeting.
3. Act as liaison between the JOHSC and external stakeholders.
4. Review minutes prior to distribution and posting.
5. Ensure the activities of the JOHSC are communicated all employees. Ensure all members of the JOHSC attend meetings on a regular basis and are meeting the requirements of the position to which they were appointed.
6. Report to the JOHSC on any incoming correspondence.
7. Inform the JOHSC of any incident reports or complaints that have been directed to the JOHSC for consideration. Perform any other tasks assigned by the JOHSC or required by legislation.

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8. All correspondence/minutes to be approved and signed by the Chair(s).
 9. The Chair must approve minutes/correspondence before posting and distribution.

Secretary

The secretary shall be appointed by the JOHSC and shall conduct the following activities:

1. Record and prepare the minutes of all Joint Occupational Health and Safety Committee meetings.
2. Ensure that minutes and other relevant correspondence are distributed to the SAC, all members of the Joint Occupational Health and Safety Committee, the Occupational Health and Safety Officer. All minutes must be posted on the Occupational Health and Safety Bulletin Board.
3. Distribute information concerning the activities of the JOHSC as directed by the chair.
4. Any other duties as directed by the JOHSC.

Committee Members (&Alternates)

1. Report unsafe conditions and all accidents to the JOHSC.
2. Promote safety and health awareness to fellow workers.
3. Participate in JOHSC inspections and investigations as required by the JOHSC.
4. Acquire a level of knowledge and education with regard to health and safety issues in the workplace to ensure the member is competent to conduct the required duties.
5. Be an active member of the JOHSC, including providing ideas and suggestions to address safety and health concerns and to be prepared to participate at each meeting.
6. Be able to obtain in writing the details of any complaint from an employee and to report the same to the JOHSC.
7. Maintain confidentiality of the information obtained at or through the JOHSC meetings.

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8. Alternate members shall be selected by the same means as the general members of the JOHSC and shall stand for a two year term. An alternate shall attend all meetings for which the general member cannot attend. If a member of the JOHSC is unable to attend a meeting, that member is responsible for notifying the alternate of the meeting time and place and the fact that the alternate is to attend.
 9. Conduct any other duties as required or directed by the JOHSC or relevant legislation.

The decisions made with respect to the composition and the workplace parties best make procedures of the committee. If the employer and the employees cannot reach agreement on the size of the committee, the designation of employees to be members, or the rules of procedure, the Director of the Occupational Health & Safety Division will determine the outcome.

TERM OF APPOINTMENT OF MEMBERS

Employee members are appointed for a period of one to three years. The employer members remain in term while occupying the Management position. Where a member of the Committee is unable to attend three consecutive meetings the member shall be contacted by the Chair for an excuse before being removed from the committee and a new member appointed. If three consecutive meetings are missed with a valid excuse, the JOHSC shall determine whether or not the member shall be removed from the Committee and/or a request shall be made to determine whether or not the member should remain in the Committee.

PROCEDURE FOR CALLING/CANCELING MEETINGS

The Chair must pick a date for the meeting. Cancellation of a meeting requires 48 hours notice from the Chair, excluding extreme emergencies.

SPECIAL MEETINGS

Where a meeting is required between the regularly scheduled meetings, the Chair shall agree to such a meeting and provided 48 hours notice, to all members, of the meeting time and place. The notice shall also include a brief description of the reason for the meeting. An agenda for the meeting must be presented at the start of the meeting and must be approved by the JOHSC.

If the Chair is not available, a special meeting can be called where five members of the JOHSC agree to the meeting. Notice and agenda requirements for such a meeting shall be the same as above.

NOTICE TO BE GIVEN FOR REGULAR MEETINGS

Schedule of meetings is posted on the Occupational & Health Safety Bulletin Board. Next meeting date is noted in the minutes of the previous months meeting.

FREQUENCY OF MEETINGS

Monthly meetings conducted except during the months of July and August. A special meeting may be called during July and August if necessary.

EMERGENCY MEETINGS

Any three members, including one co chair person, of the committee, together, may call an emergency meeting.

CONDITIONS OF EMERGENCY MEETINGS

Accident
Unsafe working condition
Work refusal

CONDUCT OF MEETINGS

- Roll Call
- Approval of the minutes of last meeting
- Old business
- New business
- Workplace health & safety topic for discussion
- Review of complaints
- Review of incidents
- Review of reports related to occupational health & safety
- Update on health and safety training
- Adjournment

SETTING THE AGENDA

Chair sets the agenda. Employees call the chair to put items on the agenda. The JOHSC shall contact the Chair to amend the agenda at the meeting, if necessary, to address last minute issues. All items must relate to health and safety issues.

MATTERS THE OCCUPATIONAL HEALTH AND SAFETY ACT REQUIRES THE

COMMITTEE BE CONSULTED ON

1. INSPECTIONS

An inspection is performed once a month with the entire workplace (both inside and outside) performed once a year. Inspections are to include one management employee and one-two other employee members of the committee.

2. HAZARD IDENTIFICATION

3. RESPONSES TO COMPLAINTS, WORK REFUSALS, ACCIDENTS, OR INCIDENTS REPORTED TO THE COMMITTEE

4. COMMUNICATIONS

Secretary prepares all correspondence. The chair signs the minutes after approval by the Committee. The chair of the committee must sign all correspondence from the committee.

5. RECOMMENDATIONS

6. MINUTES/RECORD MAINTENANCE & STORAGE

The Act requires that minutes of meetings be kept. Minutes provide a permanent record of the decisions reached and a record of the committee's activities and successes. Minutes should:

- Include the name and address of the workplace and employer
- State the date and time of meeting
- List those in attendance
- Include agenda items
- List agenda items not discussed or unfinished
- Include a clear statement of the nature of the items discussed
- Include a clear statement of the nature of all health and safety hazards discussed
- List concerns or complaints of members, if any, and a description of each
- List concerns dealt with between meetings, if any
- Report of an accident or incident
- Be short and factual
- Indicate where action is required
- Indicate who is responsible for each action to be taken

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- Have a deadline for the action to be taken
 - Explain why, if applicable, action was not taken and when the action is expected to be completed
 - Specify any reports required
 - Be approved by the chair

PRESIDING AT MEETING

1. The Chair is responsible for conducting a well-organized and effective meeting of the committee in accordance with the rules of order.
2. The Chair shall conduct a meeting in a fair and impartial manner and give every member an opportunity to participate and speak at the meeting.
3. Prior to every meeting the Chair shall ensure that the person who is to record the minutes of the meeting is present or request a member present to record the minutes.
4. At the opening of every meeting, the Chair shall:
 - A. Call the meeting to order
 - B. Note if quorum exists, in accordance with the rules of procedure and if there is no quorum, adjourn the meeting to another time
 - C. Call for a motion to adopt the agenda for the meeting after requesting if any changes or additions are proposed to the agenda
 - D. After discussion of the motion to adopt the agenda, call for a vote to adopt the agenda as proposed or as amended
 - E. Call for a motion to adopt the previous minutes of the committee, if any, after requesting if any corrections or additions are needed to the minutes
 - F. After a discussion of the motion to adopt the previous minutes, call for a vote to declare the minutes, with corrections or additions, if any, to be adopted.
 - G. Proceed with the succeeding agenda items
 - H. Call for a motion to adjourn the meeting if all the agenda items have been dealt with or no more time is available; and
 - I. After discussion of the motion to adjourn, call for a vote to adjourn the meeting

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5. A member may make a motion by raising a hand, and after being recognized by the Chair, by moving a proposal as clearly and as simply as possible.
 6. The Chair may rule the motion of a member in order or temporarily out of order, if it does not conform to the order of business.
 7. For a motion that is in order, the Chair shall call for a second to the motion.
 8. If no member seconds the motion, the Chair shall state that the motion is dropped for want of a second.
 9. After a motion has been seconded, the Chair shall restate the motion and ask for discussion.
 10. The Chair shall allow adequate time for discussion before voting.
 11. A member may move an amendment to a motion on the floor.
 12. If seconded, discussion and a vote shall be held on the motion as amended prior to discussion and vote on the main motion.
 13. A member may raise a point of order involving these rules of procedure and the rights of a member at any time during the meeting.
 14. The Chair shall make a decision on the point of order before a motion or amendment to a motion is acted on.
 15. A member may make a motion:
 - A. To adjourn,
 - B. To recess, or
 - C. Raise a personal privilege at any time during the meeting.
 16. A motion to adjourn or to recess requires a second and is not debatable and shall be voted on prior to any other motion pending.
 17. If more than one motion referred to in subrule (1) is made, it shall be acted on the order set out in subrule 1.
 18. The Chair shall declare the meeting adjourned if the motion to adjourn carries.
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19. A member seeking personal privilege may interrupt the speaker and raise a matter that involves the immediate comfort or right of a member.
 20. The Chair shall attend to the motion that involves personal privilege without delay.
 21. Every member, of the committee has the right to participate in any meeting and to one vote.
 22. A member, of the committee may speak without interruption except if another member makes a motion
 23. Subject to time limit or a motion to reconsider by a member voting with the side that carried the motion; or
 24. A motion raising a personal privilege, a request for information, or a point of order.
 25. Where several members simultaneously want to be recognized, the Chair shall recognize a member in the following order of preference:
 1. A member who explains a proposal has the first opportunity to offer a motion;
 2. A member who has not engaged in the discussion is recognized ahead of one who has spoken; and
 3. A member who is opposed to a motion is give an opportunity to follow one who is in favour of the motion.
 26. A members' remarks shall:
 1. Pertain to the question being debated. If the member wanders off the subject, the Chair must request remarks be confined to the pending questions;
 2. Be impersonal and addressed to the motion being considered; and
 3. Be orderly and courteous; otherwise, the Chair may refuse the offending member the right to speak.
 26. The chair shall assure that when a member speaking, the member is heard by insisting members listen and not permit irrelevant discussion.
 27. When all members wishing to speak have spoken, the Chair brings the question to a vote by asking if there is further discussion, and then calls for the vote.
 28. If the discussion drags on for too long or no new facts or opinions seem to surface by further discussion, any member may move to close debate and vote on the question and this motion requires a second.
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29. A motion referred to in subrule 2., if seconded, is not debatable and the Chair shall at once call the vote on whether the discussion continues.
 30. Without a motion to close debate, a member wishing to discuss the question, even after part of the vote is taken, may do so and the complete vote shall be retaken.
 31. Unless otherwise specified in the Act or the regulations or the rules of the procedure, a vote of a majority of the members present carries a motion.
 32. In the case of a tie vote, the Chair may cast the deciding vote, or the motion is lost.
 33. The Chair shall:
 - a. Ask first for a vote of those in favour of a motion to say “yes, and then for those opposed to it to say “no”; and
 - b. Decide and declare the outcome of the vote.
 34. If a voice is uncertain, the Chair may call for a show of hands.
 35. Members may change their vote until the Chair announces the result of the vote.

The secretary will post the minutes of the Committee meeting within five days of the meeting taking place. The secretary will also forward to the Committee members a copy of the minutes within ten days.

Minutes are to be retained by the employer for six years. Employees upon notice may have access to previous months minutes by contacting the Occupational Health and Safety Officer.

QUORUM

Each committee meeting shall have at least sixty percent of the members present, including the employer representative with sixty percent of the committee members and one employer representative present.

CONFIDENTIALITY

The Occupational Health and Safety Act does not allow committee members to disclose medical information and confidential trade or confidential business information. However, where

specifically allowed by the Act or as required by law information can be disclosed. Failure to observe these requirements constitutes a contravention of the Act.

AMENDMENT OF RULES OF PROCEDURE

The Regional Occupational Health and Safety Committee may amend these Rules of Procedure upon request.