



Policy Name JOINT HEALTH AND SAFETY COMMITTEE	Policy Number: 1104
	Effective Date: October 19, 2011
Approved By: Management Committee	Date Revised: October 5, 2018
Classification: Occupational Health & Safety – Section 1100	Page No: Page 1 of 3

INTENT

The Salvation Army Agapé Hospice is responsible for establishing a workplace Joint Health and Safety Committee. The Alberta Occupational Health & Safety legislation and Health Canada Occupational Health and Safety legislation set guidelines for organizing the committee, the structure of the committee, meeting frequency, and the roles and responsibilities of committee members. To that end, Agapé Hospice has established terms of reference applicable to the formation, structure and functioning of the committee.

The Joint Health and Safety Committee (JHSC) has been established as a forum for bringing the internal responsibility system into practice. The committee consists of employees (at least one representative from each department), volunteers, contractors and management representatives who meet on a regular basis to deal with health and safety issues. The advantage of a joint committee is that the in-depth practical knowledge of staff representatives on the committee, together with the larger overview of Agapé Hospice policies, and procedures (management) results in significant achievements in providing the highest level of health and safety support. Another significant benefit is the enhancement of cooperation amongst staff toward solving and resolving health and safety problems. Duties of the Health and Safety Committee are defined in the OH&S legislation (see attached link).

JOINT HEALTH AND SAFETY COMMITTEE DUTIES

1. Participates in the development and implementation of programs to protect the safety and health of employees.
2. Deals with employee complaints and suggestions concerning safety and health.
3. Ensures the ongoing maintenance and monitoring of injury and work hazard records.
4. Monitors and follows-up on hazard reports and recommend action.
5. Sets up and promotes programs to improve employee training and education, in collaboration with the Education & Clinical Projects Coordinator.
6. May be assigned to participate in investigations: critical injury or fatality; safety or disabling medical aid injury or occupational illness
7. Consults with professional and technical experts as required.
8. Participates in solving and resolving workplace refusals and work stoppages.
9. Makes recommendations to management for accident prevention and safety program activities, and monitors effectiveness of safety programs and procedures.
10. Attends all committee meetings.
11. Promotes the health and safety policy and program.



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12. Assists the employer in resolving worker health and safety complaints.
13. Provides feedback on workers' suggestions.
14. Promotes and monitors compliance with health and safety regulations.
15. Attempts to raise health and safety standards above legal requirements.
16. Participates in the resolution of work refusals.
17. Participates in the identification and control of workplace hazards.
18. Participates in assessments and the development of control programs for hazardous substances.
19. Participates in accident investigations.
20. Participates in the research and review of safety programs with other companies to enhance the facility program.
21. Conducts health and safety education programs.
22. Makes health and safety recommendations.
23. Carries out workplace inspections.
24. Advises on personal protective equipment.
25. Maintains records of accidents and injuries.
26. Monitors effectiveness of health and safety program.
27. Assists in the development of organizational health and safety rules.
28. Assists in the development of safe work procedures.
29. Initiates other activities as indicated by accident experience.

COMMITTEE MEMBERS

The Joint Health and Safety Committee will assign two co-chairs and a secretary to manage the functions of the committee.

Chairperson Duties

1. scheduling meetings, notifying members
2. preparing an agenda
3. inviting specialists or resource persons as required
4. presiding over meeting
5. guiding meeting as per agenda
6. ensuring all discussion items end with a positive decision
7. reviewing and approving the minutes
8. assigning projects to members



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9. ensuring that the committee carries out its function

Secretary Duties

1. keeping pertinent records
2. reporting on the status of recommendations
3. preparing the minutes
4. distributing the minutes after approval
5. disseminating safety information to members
6. assisting the chairperson as required

REFERENCES

Government of Alberta – Occupational Health and Safety
<http://www.alberta.ca/occupational-health-safety.aspx>

Health Canada – Occupational Health and Safety
<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/occupational-health-safety.html>