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## Joint Occupational Health & Safety Committee Terms of Reference

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December 14, 2017  
Amended July 26, 2018  
Amended Jan 30, 2020  
Amended Feb 25, 2021  
**Amended June 22, 2023**

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## 1.0 Purpose and Scope

The Joint Occupational Health & Safety Committee (JOHSC) is a joint committee composed of employee (worker) and employer (management) representatives consulting in a cooperative, positive and progressive effort to identify, evaluate and recommend actions to safety and health issues in support of the planned Occupational Health and Safety Program at University worksites. It is the responsibility of each member, regardless of association, to participate in good faith with a mutual goal of improving the workplace environment for all.

## 2.0 Reporting Structure

The JOHSC shall normally make its recommendations to the Vice President, Finance and Administration (VPFA).

## 3.0 Composition

- (a) The JOHSC shall consist of eleven voting members: six employee representatives, and five employer representatives, consisting of:
  - i) Two employee representatives selected by the Faculty Association as per their internal appointment policies/procedures.
  - ii) Two employee representatives selected by CUPE 3799 as per their internal appointment policies/procedures.
  - iii) Two employee representatives selected by CUPE 2278 as per their internal appointment policies/procedures.
  - iv) Five employer representatives selected as per their internal appointment policies/procedures
  - v) An Employee Co-Chair will be elected on an annual basis by the employee representatives on the JOHSC.
  - vi) An Employer Co-chair will be appointed on an annual basis by the employer representatives on the JOHSC.
  - vii) A Recording Secretary will be provided by the employer as a non-voting member of the JOHSC to provide clerical support.
- (b) The Manager of Occupational Health & Safety, Bio Safety Officer, Chemical Safety Officer, and Chair of the Lab Safety Committee shall serve as a resource to the JOHSC in a non-voting ex-officio capacity, unless selected by their respective employee/employer groups as a voting member.
- (c) Other resources or guests may serve as a resource to the JOHSC, in a non-voting capacity or brought in as a resource with the approval of both Co-Chairs.
- (d) Each member will have a designated alternate which can but is not required to attend all meetings. All alternates will be ex-officio and only permitted to vote if the main representative is not in attendance.



- (d) To make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
- (e) To make recommendations to the employer on educational programs promoting health and safety of workers and compliance with OHS provisions and the regulations and to monitor their effectiveness;
- (f) To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
- (g) To advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;
- (h) To ensure that incident investigations and regular site inspections are carried out as required by OHS provisions and the regulations;
- (i) To participate in site

## 8.0 JOHSC Recommendations

### **Recommendations to the Employer – Informal**

The JOHSC is empowered to make some decisions using internal resources. When external support is required, the minutes will capture the action item, the person leading the work, and a target completion date. The Co-Chairs will at times correspond with senior leaders by email, requesting support or feedback, and will report back to the JOHSC.

### **Recommendations to the Employer – Formal**

(a) The ide

## 11.0 Posting JOHSC Information

The Safety & Risk Department, on behalf of the employer, must post and keep posted, the following:

- (a) The three latest approved meeting minutes will be posted on the JOHSC notice board and the



## 15.0 Incident Investigations

An incident investigation must be carried out by persons knowledgeable about the type of work