CALGARY SAFETY CONSULTANTS

JHSC Setup Checklist

From Legal Requirements to the First Meeting

Use this checklist with our guide, **How to Set Up a JHSC**, when you set up a joint health and safety committee for the first time or rebuild one. Requirements differ by province, territory and federal jurisdiction, so confirm each item against your own rules. Click a box to tick it, or print it and work through it with the people involved.

Employer | **Workplace or site** | **Date started**

What this workplace needs

☐ Committee ☐ Representative ☐ Both ☐ Unionized ☐ Multi-site or multi-shift

1. Confirm the requirement

- ☐ Regularly employed workers counted using our jurisdiction's rules, including part-time, seasonal and project workers.
- ☐ Confirmed whether we need a committee, a representative, or both, and the local name for each.
- ☐ Checked project, multi-employer, designated substance or regulator-order rules that may apply.
- ☐ Consulted the union or certified bargaining agent, where there is one.

2. Decide the structure

- ☐ Number of members decided, within any legal minimum or maximum, with employer members not outnumbering worker members.
- ☐ Every work area, site and shift has a way to reach a member; multi-site approval sought if needed.

3. Worker members chosen by workers or the union

- ☐ Role, time commitment and term explained to all workers, and nominations invited.
- ☐ Election held (by secret ballot where required) or members appointed under the union's constitution.
- ☐ Results posted and recorded; alternates named.

4. Employer members appointed

- ☐ Employer members have the authority to act on recommendations and the time to take part.

Notes

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so confirm the requirements that apply to your workplace.

5. Co-chairs chosen

- [ ] Worker co-chair chosen by the worker members
- [ ] Employer co-chair chosen by the employer members (or appointed, where the law says so)

6. Terms of reference written

- [ ] Purpose, scope, membership, selection, terms of office and vacancies covered
- [ ] Meetings, quorum, decision-making and dispute resolution covered
- [ ] Recommendations, records, minutes, training and review covered
- [ ] Reviewed, approved and signed by the committee

7. Members trained

- [ ] Required training identified for members, co-chairs or the representative
- [ ] Training booked before our jurisdiction's deadline, on paid time
- [ ] Training records and certificates filed

8. Names posted and first meeting held

- [ ] Members' names and how to contact them posted where workers will see them
- [ ] First meeting held within the required time, and a year of meetings scheduled
- [ ] Minutes taken, approved and posted or shared
- [ ] Annual review of the committee's effectiveness scheduled

Worker co-chair

Employer co-chair

First meeting date

Need help setting up your committee? Calgary Safety Consultants helps employers write terms of reference and trains committee members, co-chairs and representatives. Read the full guide at calgarysafetyconsultants.ca/safety-guides/committees/set-up-a-jhsc/ or call 1-888-231-0358.

Notes

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