CALGARY SAFETY CONSULTANTS

JHSC Terms of Reference

Joint Health and Safety Committee Template

Use this template with our guide, **How to Set Up a JHSC**. Fill in the fields, delete or change anything that doesn't fit, and check every section against the rules for your province, territory or federal jurisdiction, which may set the committee's size, meeting frequency, quorum, training and record keeping. Where the law and these terms differ, the law applies.

Organization

Committee name

Jurisdiction (province, territory or federal)

Effective date

Version

1. Purpose

The committee is a joint forum where workers and the employer work together to identify and resolve health and safety concerns, take part in hazard assessments, inspections and investigations, and make recommendations to the employer. It advises; the employer keeps its legal responsibility for health and safety.

Additional purposes or priorities for this committee

2. Scope

Workplaces, sites, departments and shifts this committee covers

Contractors and other employers on site:

☐ Concerns accepted and passed on ☐ Coordinated with the prime contractor ☐ Not applicable

3. Membership

Number of worker members:

Number of employer members (no more than the worker members):

Number of alternates for each side:

Name	Worker or employer	Work area or shift	Term ends

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.

4. Selection of members

Worker members are chosen by the workers, or by their union where one exists, not hand-picked by the employer. Employer members are appointed by the employer from people with the authority to act on recommendations.

Worker members are chosen by:

☐ Election by secret ballot ☐ Election by show of hands ☐ Union appointment ☐ Other (describe below)

Term of office

Vacancies filled within (days)

How alternates are used

Selection details, including how members can be replaced if they leave or don't take part

5. Co-chairs

The worker members choose a worker co-chair, and the employer members choose an employer co-chair (or the employer appoints one, where the law says so). The co-chairs prepare agendas, chair meetings in turn, make sure minutes are approved and shared, and follow up on recommendations.

Worker co-chair

Employer co-chair

6. Meetings

Regular meetings are held:

☐ Monthly ☐ Every 2 months ☐ At least every 3 months ☐ Other, as required by law

Usual day, time and location (or virtual link)

Agenda sent this many days before

Meetings are held during normal working hours where possible, and time spent at meetings, preparing for them and on committee work is paid work time. A co-chair may call a special meeting to deal with an urgent concern or serious incident.

7. Quorum

A quorum is at least half of the members, with at least half of those present being worker members and at least one employer member present, unless the law in your jurisdiction sets a different rule (federally, for example, a majority of members). Business done without a quorum is recorded as discussion only.

Quorum for this committee, if different

8. Decision-making

The committee aims to reach decisions by consensus. If it can't agree after discussion, the co-chairs record each side's view in the minutes and follow the dispute process below, which may include asking the regulator for help where the law allows.

Dispute resolution process

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.

9. Recommendations

Recommendations are made in writing, describe the hazard or concern, the recommended action and the reason, and are sent to the person named below. The employer responds in writing within the time below, or sooner where the law requires, and the response is recorded in the minutes and tracked to completion.

Recommendations go to (name or position)

Written response within (days)

10. Records and minutes

Minutes record attendance, quorum, concerns raised, inspection and investigation findings, recommendations and the status of actions. Both co-chairs approve them, and they are posted or shared where workers can see them. Members' names and how to contact them are posted at each workplace.

Minutes taken by

Posted or shared at

Kept for (years)

11. Training

Members, co-chairs and alternates receive the training the law requires in this jurisdiction, within the required time and on paid time, plus any further training the committee identifies. Training records are kept with the committee's records.

Required training

Completed within

12. Review

The committee reviews these terms of reference and its own effectiveness at least once a year, or sooner if the law, the workplace or the committee's membership changes significantly. The review looks at meetings, quorum, training, recommendations and whether workers know how to reach the committee.

Next review date

Review led by

13. Signatures

We have reviewed and agree to these terms of reference.

Worker co-chair: name

Signature

Date

Employer co-chair: name

Signature

Date

Senior management: name

Signature

Date

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.