



Capital Health

Joint Occupational Health and Safety Policy Committee

Terms of Reference and Rules and Procedures

Index

Glossary of Terms	2
Organizational Chart	2
Terms of Reference	3-4
Rules & Procedures	5-7

GLOSSARY OF TERMS

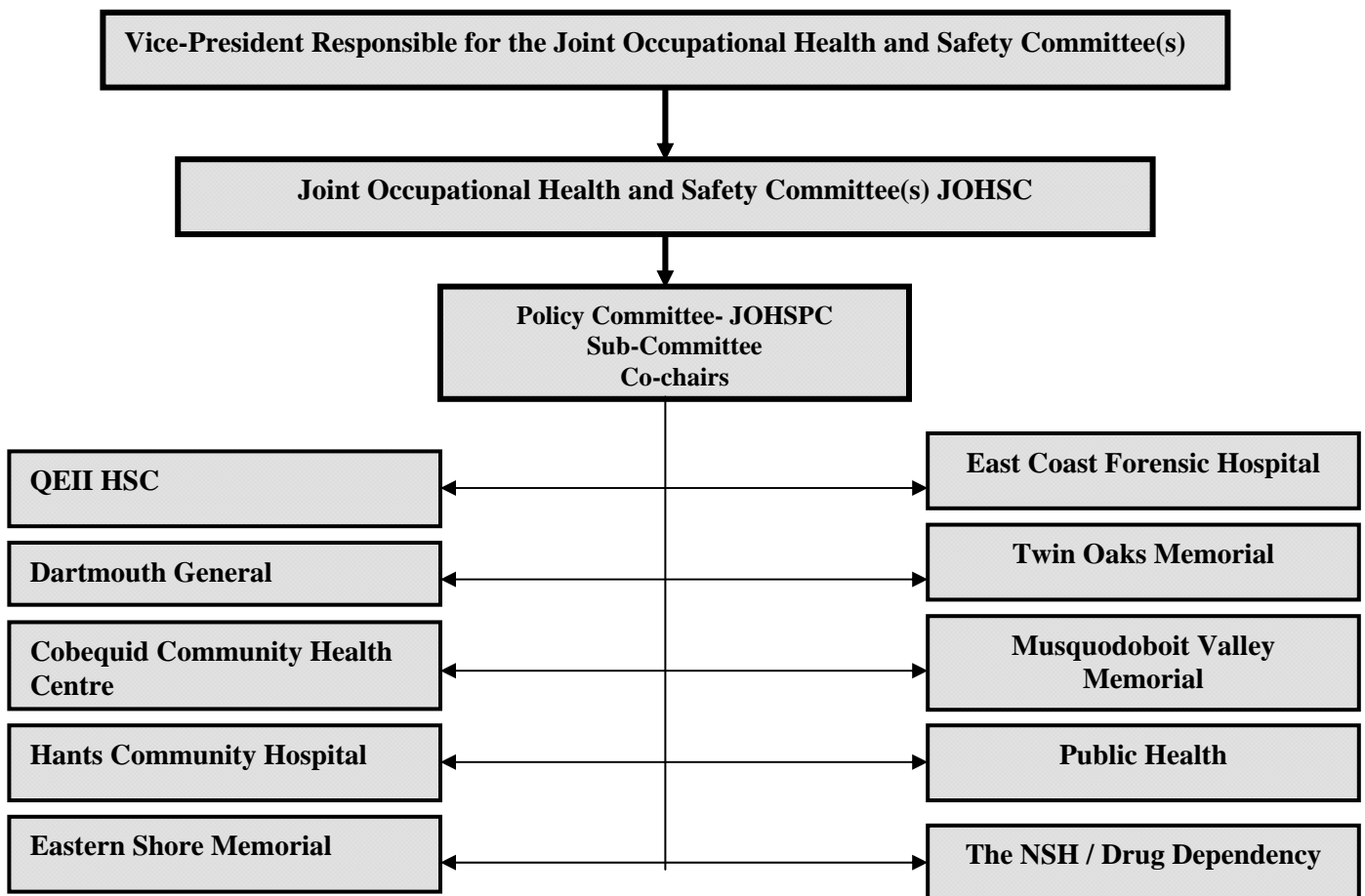
JOHSC shall refer to the Capital Health Joint Occupational Health and Safety Committee as established by the Occupational Health and Safety Act RSNS 1996, Chapter 7.

COMMITTEE shall refer to the Joint Occupational Health and Safety Policy Committee.

JOHSC Sub-committees shall refer to specific committees established by the JOHSC with a direct reporting relationship.

JOHSPC shall refer to a Capital Health Joint Occupational Health and Safety Policy Committee established under this JOHSC terms of reference and rules and procedures.

ORGANIZATION STRUCTURE



CAPITAL HEALTH

Joint Occupational Health and Safety Policy Committee Terms of Reference and Rules and Procedures

JOINT OCCUPATIONAL HEALTH AND SAFETY POLICY COMMITTEE TERMS OF REFERENCE

- NAME:** Joint Occupational Health and Safety Policy Committee
- AUTHORITY:** Vice President Responsible for the Joint Occupational Health and Safety Committee(s).
- PURPOSE:** To act as an advisory body in the development and promotion of District wide Occupational Health and Safety Policy and Programs
- MEMBERSHIP:** Each JOHSC within the jurisdiction of Capital Health and established under the NS Occupational Health and Safety Act shall appoint the chair of the JOHSC to act on behalf of the committee. In cases where only an employee representative exists as established under the NS Occupational Health and Safety Act, that representative shall act on behalf of the employees He/She represents. Each JOHSC shall appoint the co-chair as the alternate member of the committee.
- MEMBERSHIP TERM:** Members shall serve a 12-month term or the remainder of a term in accordance with the JOHSC terms of reference and rules and procedures.
- SECRETARY:** Safety Programs shall provide administrative and secretarial support (recording functions, minute preparation, agenda preparation)
- EX-OFFICIOS:** Safety Programs - 1- representatives (as required)
Risk Management - 1 representative (as required)
- QUORUM:** A quorum of 60% is required to conduct regular business. In the event that a committee representative(s) has been absent (member and alternate) for two consecutive meetings a NOTICE will automatically be forwarded, by the Committee Chair, to the appropriate Vice-President or participating JOHSC.
- ALTERNATES:** Members of JOHSC appointed as co-chair person.
- Co-CHAIRS** A Chairperson and a Co-Chairperson shall be identified for the Committee. Both the Chairperson and Co-chairperson shall be chosen from the **Joint Occupational Health and Safety Policy Committee**. The term as chairperson or co-chairperson the Committee shall not exceed one year (unless otherwise determined by the Committee).

**Joint Occupational Health and Safety Policy Committee
Terms of Reference and Rules and Procedures**

ACTIONS:

1. To participate in the development of Capital Health and Safety policies and programs
2. To maintain the lines of communication between the various Capital Health JOHSC'S as well as any individuals who have responsibility for ensuring overall safety.
3. To maintain, post and circulate the minutes and produce an annual report of the Committee's activities.
4. To dispose of matters concerning Health and Safety raised by members of the committee or referred to it by any JOHSC
5. To participate in the planning of the implementation and in the implementation of changes that may affect Capital Health Occupational Health and Safety
6. To foster and promote the establishment and development of Workplace Safety Teams where applicable.
7. To evaluate the effectiveness of Joint Occupational Health and Safety Policy Committee.

PERFORMANCE STANDARDS:

1. Ensure actions as identified by the Terms of Reference are met.
2. Perform Committee functions and activities as governed by the committee Rules and Procedures.

REPORTING:

1. The committee shall prepare an annual report for submission to the participating JOHSC 's represented and to the Vice-President Responsible for the Joint Occupational Health and Safety Committee(s). Interim reports are submitted as required.
2. Meeting minutes distributed in accordance with terms of reference

SCHEDULING:

Regular meetings of the committee will be held quarterly. Meetings may be held more often as required.

APPROVED: _____

DATE: _____

Vice-President Responsible for the Joint Occupational Health and Safety Committee(s).

APPROVED: _____

DATE: _____

Joint Occupational Health and Safety Policy Committee

/eg
2002/03/12

JOINT OCCUPATIONAL HEALTH AND SAFETY POLICY COMMITTEE RULES AND PROCEDURES

In this document, the term "Committee" refers to the Joint Occupational Health and Safety Policy Committee.

I ALTERATION

- A Notice of Motion of changes to the Rules and Procedures shall be communicated at least one meeting prior to which they will be brought forward for approval and shall be listed on the agenda of the meeting at which they are to be considered.
- **The Rules and Procedures shall be changed subject to the above notice, upon unanimous consent from the members present where a quorum exists.**

II MEMBERSHIP

- The Committee membership shall consist of one member (Committee Chair) from each of the Health care facility or program JOHSC established as required by the NS Occupational Health and Safety Act.
- A list of alternate members (Committee Co-Chairs) for each group shall be maintained.

III COMMITTEE

1. The Manager, Safety Programs, or designate, shall be a resource to the Committee. More specifically, the Manager, Safety Programs shall act as an advisor, researcher, and shall perform other tasks as assigned by the Committee, and agreed to by the Vice-President.
2. The maximum number of Committee members may be revised as deemed necessary by the addition or reduction of a health care facility or program JOHSC. The quorum for general meetings shall be 60% of this number.
3. There shall be not fewer than 4 regularly scheduled Committee meetings per year. Location and time to be predetermined by the chairperson.
4. The Committee shall post the name of the Committee members, alternates and the minutes of its last meeting, and maintain a distribution list.
5. All activities conducted by the Committee members shall be deemed worked time. Other than normally scheduled meetings prior approval from the Vice-President or designate shall be required.
6. The Committee shall evaluate and make recommendations on district wide policies and programs that:
 - a) ensure the requirements of the NS Occupational Health and Safety Act are addressed
 - b) promotes workplace participation and safe behavior
 - c) impacts positively on the safety culture of the organization
7. The Committee shall produce an annual summary on their past year's activities and accomplishments and make recommendations for changes as required.
8. The Committee shall advise on the establishment of health and safety standards, hazard monitoring programs, and contingency plans.

**Joint Occupational Health and Safety Policy Committee
Terms of Reference and Rules and Procedures**

III COMMITTEE (Continued)

9. The Committee shall review the Organizations annual injury and Illness report.
10. The Committee shall appoint a Chair and Co-Chair from amongst its own membership. The Committee may rotate these offices on such frequency and in such a manner as it sees fit.
11. The committee may request outside participation or assistance as permitted in the Health care facility or program JOHSC terms of reference for sub-committees or on the approval of the appropriate vice-president.

IV REPORTING STRUCTURE

A copy of the monthly meeting minutes/agendas shall be routed to the participating JOHSC's and appropriate Vice-President.

V DUTIES OF THE CHAIRPERSON

The Chairperson shall:

1. Preside at all meetings, conducting the same in an orderly and democratic manner.
2. Arrange suitable meeting places.
3. Distribute the agenda, draft minutes, responses from the Vice-President to Committee recommendations, responses from the participating JOHSC to committee recommendations and any other material pertinent to the next meeting to members of the Committee not less than five working days prior to the meeting.
4. Review the minutes of the last meeting and agenda for the current meeting.
5. Review and analyze submissions to the committee, recommendations and follow-up's to date.
6. Submissions to the Committee should specify a management person where information concerning the activities of the Health and Safety program can be communicated throughout the Organization.
7. Present an annual report of activities to the member JOHSC's and Vice-President for review and comment.
8. Review approved minutes for editorial errors prior to distribution and posting.
9. Assign special or ongoing projects to members of the Committee subject to the approval of the Vice-President or designate.
10. Any additional activities beyond the scope of the terms of reference are subject to the approval of the appropriate Vice-President or designate.

**Joint Occupational Health and Safety Policy Committee
Terms of Reference and Rules and Procedures**

VI DUTIES OF THE SECRETARY

Management shall provide administrative and secretarial support to:

1. Record, prepare, post, and distribute the minutes of the meeting.
2. Prepare records of attendance.
3. Prepare and report on any correspondence.

VII COMMITTEE MEMBERS OR ALTERNATES

The Committee members or alternates shall:

1. Have their membership on the Committee reviewed annually by the health care facility or program JOHSC
2. Attend as many JOHSPC meetings as possible. Alternates shall attend in the absence of the member
3. As a whole, have an opportunity to review the Committee activities of any member and make any recommendation to the member JOHSC that it sees fit. Activities to be reviewed shall include attendance, gross misconduct, and any other disruptive behaviors. This shall only take place once the Committee has reviewed and discussed all circumstances of the case.
4. Set examples to fellow workers by observing healthy working practices and procedures.
5. Report unsafe and unhealthy conditions and all accidents and near-miss incidents according to established procedures.
6. Promote safety awareness and influence fellow workers to work in a safe and healthy manner.
7. Contribute ideas and make suggestions to improve health and safety in the workplace.
8. Participate in ongoing education in health and safety matters.
9. Acquire a working knowledge of the Occupational Health and Safety Act and related regulations and safety and health standards.
10. Observe how the institution's health and safety policy is being applied on the job and report if policy is being neglected.
11. Receive JOHSC concerns and bring their concerns to the Committee as defined by the procedures of the JOHSPC.