

**CATEGORY:** Human Resources **POLICY NO.:**  
**SUBJECT:** Occupational Health & Safety **PAGES:** 2  
Joint Health and Safety Committee Terms of Reference  
**APPROVED BY:**  [Click here to enter text](#) **DATE:** 13-Sep-17

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## PURPOSE

The Joint Health & Safety Committee (JHSC) of  [Click here to enter text](#) is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and makes recommendations to address these risks.

## GOALS:

- Identify hazardous situations that the IRS has missed.
- Recommend improvements for the health and safety of workers.
- Recommend the establishment, maintenance and monitoring of programs and procedures to be implemented by the IRS for the health and safety of workers.
- Obtain information from the employer about potential or existing hazards and health and safety experiences, work practices and standards in similar industries.
- Obtain information from the employer about tests related to the safety of any equipment or chemical or physical agent related to the workplace.
- Consulted about the testing referred above. A JHSC member may be present at the beginning of this testing if the designated member believes her/his presence is required to ensure valid testing procedures or results.
- Develop an appropriate schedule for inspecting the entire workplace when it is not practical to inspect the entire workplace every month.
- Deal with information relayed to the committee by the worker member conducting inspections within a reasonable time.
- Determine the paid time each committee member needs to prepare for committee meetings (1 hour or more is legislated).
- Review any assessments or control programs for designated biological and chemical agents.

- Consulted about the development and review of any prescribed OH&S instruction and training for workers (e.g., Workplace Hazardous Materials Information System — WHMIS).
- Receive and review the employer’s OH&S reports.

## WORKPLACE AGREEMENT

As agreed between  [\(Click here to enter text.\)](#) and the members of the Joint Health and Safety Committee.

1. The Joint Health and Safety Committee of  [\(Click here to enter text.\)](#) has been established under the auspices of the Occupational Health and Safety Act of Ontario
2. It is our belief that through joint education programs, joint investigations of problems and joint resolution of those problems, the workplace will be made safe and healthy for all staff.
3. The proper functioning of the Joint Health and Safety Committee can only be carried out where the representatives of the employer and the workers are committed to these responsibilities.
4. This agreement and the following terms of reference are adopted in good faith to promote and assist

**Employer Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Worker Co-Chair Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Management Co-Chair Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_