**Appendix 7.0 - Terms of Reference (TOR) - Joint Health and Safety Committee**

Membership shall be as per requirements identified in Danosh’s policy and Occupational Health and Safety Act and the Construction Regulations.

For this committee the co-chairs are identified as:

|  |  |
| --- | --- |
| Management Co-Chair |  |
| Worker Co-Chair |  |

Extended memberships may be developed within both management and workers as “Advisory Members” to the committee. These members shall have input into discussions and issues; however have no vote in determining consensus.

Guests may be invited to meetings by any member, however whenever possible shall be agreed upon by the committee prior to arrival. Typical guests would be in the capacity to provide information on particular subject matter, CSAO personnel, Government Authority personnel, Ministry of Labour Inspectors, etc. Guests do not maintain a vote, nor have representation in determining consensus for issues.

All members shall work collectively in the goals of the committee. Members shall maintain professional conduct while performing functions for the JHSC.

This JHSC is to report to:

* Management
* Company JHSC
* All Danosh Jobsites

Jobsite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a member is unable to resolve an issue through the Internal Responsibility System, the issue may be brought to the committee on a formal basis. All questions or concerns between respective meetings should be addressed to the management co-chair, when the internal responsibility system fails to resolve the issue.

Pro-active participation is required by all members; therefore leading by example is expected out of every member in the workplace.

Topics and issues presented at meetings shall deal only in matters of occupational health and safety. The JHSC is not to be used as a forum for general concerns or grievances.

Worker members have selected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Jobsite worker representatives
* The following schedule to perform monthly jobsite inspections.

Worker members have selected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Jobsite worker representatives
* The following schedule to perform serious accident investigations.

Meetings of this JHSC are to be held @ Meetings shall be held every day @ am/pm every week(s)/month(s), whenever possible. However, the meetings shall occur every three Months as a minimum.

Although attendance is mandatory for all members, quorum is met with a minimum of one management representative and one worker representative present at a meeting.

Members shall make co-chair members aware of time constraints or probable absenteeism at their earliest opportunity.

All members shall be given an opportunity to present concerns on each issue. The chairperson shall coordinate members in a manner that a single member holds the floor at one time. Unmanageable discussions shall be cause for chairperson intervention in a manner fitting the situation, up to member(s) removal and/or meeting adjournment.

Meetings shall be kept to a minimum in length, and are to be no longer than \_\_\_\_ hour(s) unless absolutely necessary and agreed to by the JHSC.

Decisions are to be made as a group, with unanimous and/or consensus presiding. Members may have comments added to minutes when necessary.

Minutes shall be taken and prepared by: .

Minutes shall be reviewed by co-chairs and distributed within \_\_\_\_\_\_ days of the meeting.

A “Meeting Agenda” shall be prepared a minimum of \_\_\_\_\_\_ day(s) prior to the meeting and distributed to all known participants, with potential topics discussed during the meeting previous.

A Worker’s Trade Committee, (WTC), shall / shall not be established. The WTC shall meet on

.

Minutes of the WTC shall be kept and provided to the JHSC prior to the following JHSC meeting.

Formal recommendations to the employer shall include:

* Reason for the recommendation (Identify the hazard and the potential consequences) Outline the recommendation requirements (people, equipment, materials and process) Time requirements (implementation and response)
* Formal recommendations to the employer shall be responded to in writing with 21 days of receipt by the employer.

Any amendments to these guidelines must be approved by consensus of the Joint Health and Safety Committee for recommendation to the constructor.