



BRITISH COLUMBIA  
CONSERVATION  
FOUNDATION

## Terms of Reference

**Date Adopted:**  
March 13, 2017

**Date Last Amended**  
November 27, 2019

**Date to be Reviewed:**  
July 31, 2020

**Manner Issued:** BCCF website, safety meetings, new employee orientations

### 1. Purpose of the JHSC

The JHSC, made up of Management and Worker representatives, consult to identify and resolve safety and health issues in the place of employment as part of a planned occupational safety and health program.

This Term of Reference acts as the procedure that all BCCF JHSC members adhere to.

### 2. Duties and Functions of the JHSC

The JHSC is responsible for the following duties and functions:

- a. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b. Consider and expeditiously respond to complaints relating to the occupational health and safety of workers.
- c. Consult with Management and Workers on issues related to occupational health and safety and occupational environment.
- d. Make recommendations to Management regarding educational programs promoting the health and safety of workers, compliance with legislation, and monitoring their effectiveness.
- e. Advise Management of programs and policies required for the workplace and monitor their effectiveness
- f. Advise Management of proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- g. Ensure that incident investigations and regular inspections are carried out
- h. Participate in inspections, investigations, and inquiries
- i. When necessary, request information from Management regarding:
  - i. known or reasonably foreseeable health and safety hazards to which workers are likely to be exposed

- ii. health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge

### **3. JHSC Composition**

- a. The BCCF JHSC consists of (9) members, (2) Management and, (7) Worker, representatives.
- b. The JHSC will maintain a membership consisting of either an equal number of Workers and Management representatives, or will ensure Management representation does not outnumber that of worker representation. There are no limitations to membership terms.
- c. Guests attend meetings regularly as JHSC meeting happen at the end of Regional Coordinator Meetings.
  - i. Guests may actively participate in the JHSC
  - ii. However, guests do not have a vote
  - iii. Guests are not required to attend JHSC training

### **4. JHSC Co-Chair Representatives**

The Management representatives and Worker representatives will each select a co-chair. The co-chairs may alternate chair JHSC meetings or schedule chair duties as mutually agreed.

The chair is responsible for:

- a. Arranging the meeting place
- b. Notifying representatives and alternates of meeting schedule
- c. Preparing and distributing meeting agenda
- d. Forwarding a copy of the meeting report to the employer for distribution
- e. Directing the preparation of recommendation(s) and forwarding them to the Management team for a response
- f. Directing the preparation of all correspondence

### **5. Meeting Procedure**

The JHSC will meet monthly in the morning. Special meetings, if required, will be held at the call of either of the co-chairs.

A quorum will consist of 4 representatives. At least one (1) co-chair must be in attendance. At least ½ of the voting representatives present at any meeting must be either worker representatives or their alternate.

Decisions of the JHSC will be made by a simple majority vote.

### **6. Agenda and Meeting Minutes**

An agenda will be prepared under direction of a co-chair and distributed to representatives and alternates two days prior to each meeting.

Minutes of the meeting will be prepared as soon as possible after the meeting. Following

adoption by the JHSC of meeting minutes, they will be distributed to Management, JHSC representatives and alternates.

A copy of the approved minutes of each meeting will be posted by the Safety Coordinator promptly on the BCCF website under the “Safety” tab. Minutes of the last three (3) meetings MUST be maintained on the website at all times.

## 7. Records

The JHSC, through its co-chairs, will maintain records of the items contained in Table 1 for the retention length described.

Table 1 - Records

Record Type	Location	Retention Length
<b>Project Safety Assessment</b>	BCCF Server Project Site	Electronic copy retained for minimum 7 years.
<b>Workplace Inspections</b>	BCCF Server	Electronic copy retained for minimum 7 years.
<b>First Aid Records</b>	BCCF Server	Electronic copy retained for minimum 3 years.
<b>Incident Investigation Reports</b>	BCCF Server	Electronic copy retained for minimum 7 years.
<b>Working Alone/ In Isolation Check-in Records</b>	BCCF Server	Electronic copy retained for minimum 7 years.
<b>WorkSafeBC Orders/Reports</b>	BCCF Server	Electronic copy retained for minimum 7 years.
<b>Equipment Maintenance Logs</b>	BCCF Server On Equipment	Electronic copy retained for minimum 7 years.
<b>Safety Orientation Checklists</b>	BCCF Server	Electronic copy retained for minimum 7 years.
<b>Joint Occupational Health and Safety Committee Agendas/Minutes</b>	BCCF Server	Electronic copy retained for minimum 2 years.
<b>Job/Specific Training Records</b>	BCCF Server	Electronic copy retained for minimum 7 years.

## **8. Dispute Resolution**

If the matter relating directly to workplace health and safety remains unresolved, and a decision cannot be made it should be reported to WorkSafeBC.

## **9. Educational Leave**

New representatives of the JHSC will receive the required JHSC training within the first 6 months of their JHSC membership.

Each representative of the JHSC is entitled to an annual educational leave totaling 8 hours, for the purposes of attending occupational health and safety training courses.

BCCF must provide the educational leave without loss of pay or other benefits and must pay for, or reimburse the worker for, costs of the course and reasonable costs to attend the course.

JHSC members should consult the WorkSafeBC directory when deciding what courses to take. The directory can be found at <http://www.ohstrainingbc.com/terms-and-conditions/#>.

## **10. BCCF support of JHSC**

BCCF provides the JHSC with the equipment, premises and clerical personnel necessary to carry out its duties and functions.

On request of the JHSC, BCCF must provide the JHSC with information respecting:

- a. The identification of known or reasonably foreseeable health or safety hazards to which workers in the workplace are likely to be exposed.
- b. The health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- c. Orders, penalties and prosecutions or the regulations relating to health and safety at the workplace.
- d. Any other occupational health and safety matter.

## **11. Committee Recommendations**

The JHSC during the course of their meetings will discuss unresolved issues that might include injury/illness problem areas identified by review of records and statistics, workplace inspections and other matters pertaining to workers health and safety. The committee will decide if any actions should be taken. If the JHSC agree on the action to be taken, they have two options to decide between:

- a. Option 1 – Deal with the Issue Immediately
- b. Option 2 – Create a Recommendation

If representatives can't deal with the issue as it may be outside of their authority, then the co-chairs, with help from the committee, will write a recommendation to the BCCF Executive Director.

## **12. Written Recommendation**

Committee co-chairs and members must follow FORM-OHS-JHSC-02 JHSC Recommendation Form, to ensure that effective recommendations are communicated.

The following must be included in each recommendation:

- the issue
- the background
  - all the options
  - a suggested timeline

## **13. Recommendation Guidelines**

- a. Send to person who can take action: date the recommendation and send it to the manager or supervisor who has the authority to follow up on it.
- b. Send from co-chairs: have both JHSC co-chair sign the recommendations;
- c. Request Management response within 21 calendar days: include a reminder for a written response within 21 calendar days;
- d. Describe OH&S issues: give a short clear description of the issue; what, why, who, where, when: give enough information: refer to any accident, incident or other occurrence related to the issue;
- e. Describe committee recommendations: ensure that the recommendation is about workplace health and safety: include the reasons for you recommendation: suggest a timeframe for it to be done.

## **14. Participation in Incident Investigations**

Committee members will participate in workplace investigations. The worker representative will assist the Safety Coordinator in the investigation and, review of the investigation report. A summary of the investigation will be presented to the committee following the investigations completion.

## **15. Participation in Work Refusal Process**

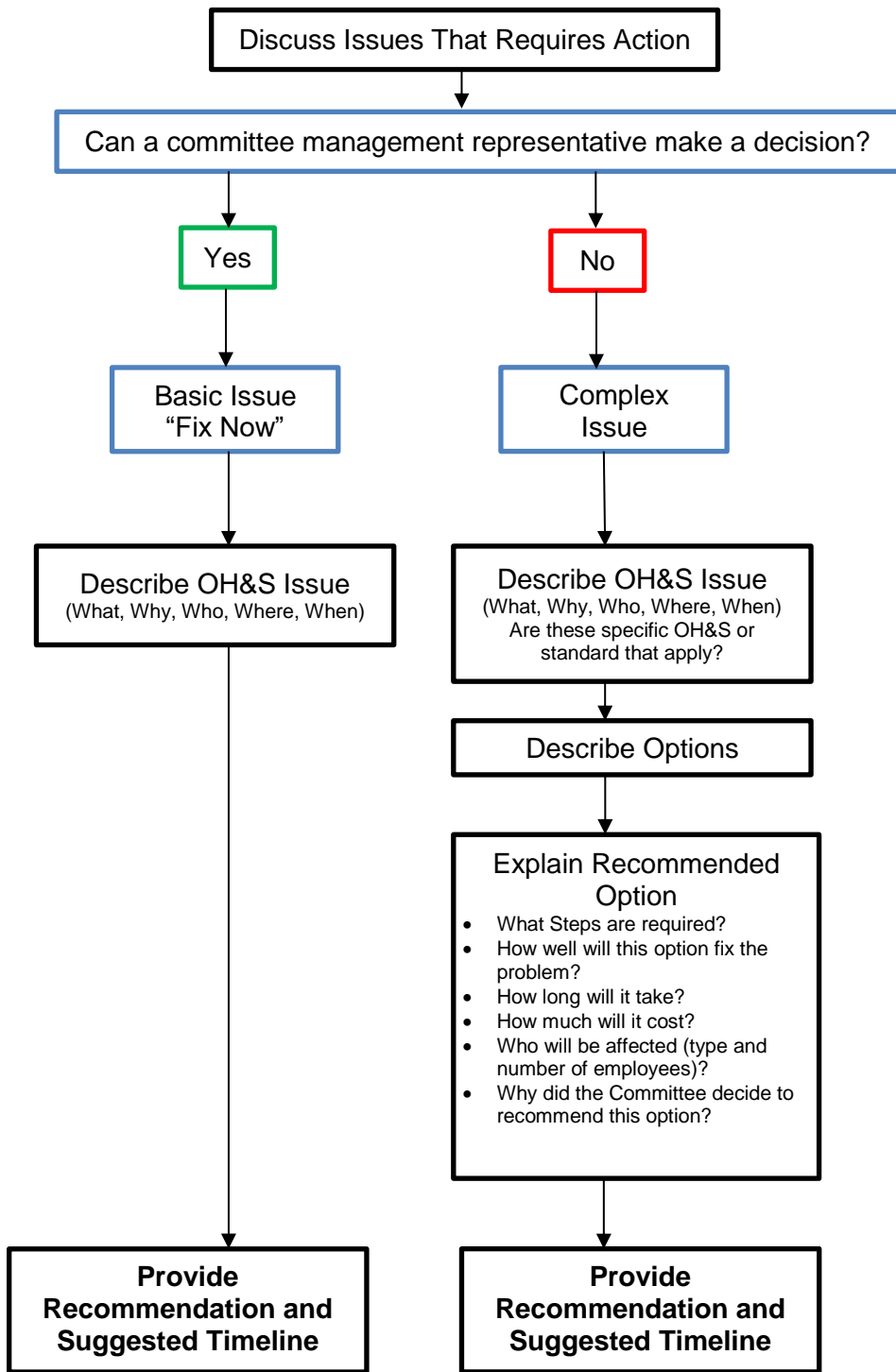
- a. When the committee is required to participate in the work refusal process, the worker representative will participate.

**16. Amendments**

Any amendments made to the Terms of Reference will be discussed in a committee meeting and agreed upon by the JHSC members. Changes to the Terms of Reference will be noted in the Record of Amendments.

**17. Committee Evaluation**

A written evaluation will be conducted annually to determine the effectiveness of the committee. The evaluation will determine whether the committee is in compliance with occupational regulations, and will assess whether the committee has been effective in fulfilling its role. Evaluations will also identify improvements to be considered and implemented.



## JHSC Representatives List

<b>Name</b>	<b>Employee Position</b>	<b>JHSC Position</b>	<b>Work Location</b>
Danielle Owen	Safety Coordinator	Employer Rep.	Surrey Office
Deb McNicol	Operations Manager	Employer Co-Chair	Surrey Office
Kerry Baird	Project Coordinator	Worker Rep.	Surrey Office
Katie Calon	Project Coordinator	Worker Rep.	Surrey Office
Lisa Limerick	Project Coordinator	Worker Rep.	Surrey Office
Ashley Ekelund	Project Coordinator	Worker Co-Chair.	Kamloops Office
Trina Radford	Project Coordinator	Worker Rep.	Kamloops Office
Heather Richardson	WildSafeBC Coordinator	Worker Rep.	Kamloops Office

### RECORD OF AMENDMENTS

<b>Date Amended</b>	<b>Amendment</b>
August 15, 2018	Added component on guests and investigations
November 20, 2018	Amended 6, agendas will be provided at a minimum 2 days prior to a meeting. Amended 7, added list of records. Amended 8, dispute resolution. Amended 9, added link to WorkSafeBC directory for committee training. Amended 11, formal recommendations are to be given to the Executive Director. Amended 16, committee to be made aware of any amendments.
July 2, 2019	Replaced Committee members Ben Nelson and Danielle Cross with new members, Danielle Owen and Ashley Ekelund.
July 31, 2019	Added 17. Committee Evaluation
November 27, 2019	Edited the JOHSC representatives list to represent current members.