

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES (JOHSC)

JOHSC WORKER REPRESENTATIVE - WELCOME

Congratulations on being appointed to your site Joint Occupational Health and Safety Committee (JOHSC)!

The site JOHSC worker representative is the connection between workers at the workplace and the JOHSC. Therefore, the JOHSC worker representative plays an essential role on the committee and advocates for a safe work environment for all workers. As a JOHSC worker representative, you will be responsible for:

- Promoting hazard, near miss, and incident reporting to workers.
- Gathering more information about OHS complaints made by workers.
- Adding unresolved OHS issues to the JOHSC agenda for discussion, action, and follow up.
- Assisting with OHS incident investigations by:
 - > Gathering information relating to the incident.
 - > Analyzing the information gathered during the investigation.
 - > Identifying any corrective actions necessary to prevent recurrence of similar incidents.
- Ensuring corrective actions are communicated back to workers who bring issues forward.
- Participating in refusal of unsafe work investigations (if available and applicable).
- Making recommendations to the employer through informal and formal JOHSC processes.
- Proposing changes to the meeting minutes if there are any content inaccuracies or omissions.
- Being the members' advocate at the site on OHS.
- Informing the BCNU regional OHS rep of outstanding site OHS issues.

WELCOME

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JOHSC WORKER REPRESENTATIVE - CHECKLIST

Here is a checklist to help you get started in your new role:

- Introduce yourself to BCNU members and worksite managers at your site to inform them of your role and that you are looking forward to working with them to make the workplace safer.
- Sign up for 8 hours of introductory JOHSC education provided by your employer.
- Review your schedule and note all JOHSC meeting dates for the entire year. Include prep time and post time in your time off request.
- Share JOHSC meeting dates with your manager and apply for leave with the employer to ensure your nursing work is reassigned and/or you are replaced while doing JOHSC work.
- Inform your colleagues that you have requested the time off and remind them to connect with a steward if staffing is a concern.
- If your leave request is denied, please contact your steward and BCNU regional OHS rep for assistance.

JOHSC work is considered employer business and you must be paid for all time worked for the employer.

Use the checklist below to help you prepare for your first meeting:

- Request a copy of the JOHSC Terms of Reference (TOR).
- Review the TOR to learn how the committee conducts its business and note the next annual TOR review date.
- Prepare an introduction about yourself to share at your first JOHSC meeting and ask the committee to support your growth and questions while learning the role.
- Review the last three months of JOHSC minutes to get a sense of what OHS concerns have been discussed.
- Introduce yourself to the other union reps on the committee and build relationships with them as you move forward.
- You may reach out to your BCNU regional OHS rep prior to your first meeting for support if needed.

For OHS support, please contact your BCNU regional OHS rep and reach out to healthandsafety@bcnu.org if further assistance is needed.