

# JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES (JOHSC)

## JOHSC MEETINGS - TIPS FOR WORKER REPRESENTATIVES

These tips are meant to assist a committee representative in fulfilling their role effectively. Please note that although meeting elements are categorized as before, during, or after – you will need to attend to all of these fundamentals throughout the entirety of the meeting process, from pre-meeting to post-meeting.

Worker Representatives are encouraged to reach out to their BCNU regional OHS rep (contact information may be found in the [member portal](#)) and/or a BCNU Occupational Health & Safety (OHS) Officer for support in fulfilling their role on the JOHSC.

### BEFORE THE MEETING

#### Know your rights

- > Time off to prepare for and attend JOHSC meetings is a legal requirement under the Workers Compensation Act.

**PRO TIP:** As soon as you receive your JOHSC meeting dates, share them with your manager and submit your leave request early.

#### Know your role

- > You are all equal while doing committee work. All employer and worker JOHSC reps have equal voice while at the table.
- > Review your JOHSC Terms of Reference (TOR).
- > Refer to the [Handbook for Joint Health and Safety Committees](#).

#### Know your supports

- > OHS Stewards in your region
- > Regional OHS Representative
- > Regional Mental Health Representative
- > Regional Council Member (Chair)
- > OHS Officers at BCNU office
- > Provincial Executive Councillor, Occupational Health & Safety and Mental Health
- > WorkSafeBC

#### Prepare

- > Strategically:
  - > Develop ongoing relationships with other JOHSC members (all worker reps from all unions).
  - > Consider pre-meeting with other union worker representatives to obtain their perspectives and support on upcoming JOHSC meeting agenda items.
- > Practically:
  - > Review prior meeting minutes and list comments where you are unclear or do not agree. The minutes you receive after a meeting are in draft form and should not be approved until every committee member confirms the accuracy of discussions and decisions made at the meeting. Only vote to approve minutes if you understand and agree 100%. Approved minutes are considered the legal record of JOHSC discussions, actions and recommendations and may be relied upon as needed.

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## JOHSC MEETINGS - TIPS FOR WORKER REPRESENTATIVES *continued*

- > Review reports provided by the employer (request access to these reports if not provided):
  - > Incidents
  - > Hazards (i.e., hazard forms, PSLs, etc.) Note - This report could come to the committee through a committee member in addition to the employer reporting system.
  - > Risk Assessments (e.g., Violence, COVID, etc.)
  - > Audits (i.e., education, fit testing compliance, hand hygiene, PPE, etc.)
  - > Workplace Inspections
  - > WSBC Inspection Reports (Orders)
- > Connect with your BCNU regional OHS rep if you require assistance in preparing for the meeting.
- > If you have any issues to bring forward, be sure to offer some recommendations to facilitate resolution.
- > Add agenda items pertaining to:
  - > Unfinished business from previous minutes
  - > Unresolved issues from the reports
  - > Unresolved issues reported from the members/workers

### DURING THE MEETING

#### Climate goals – guiding principles

- > Be curious and ask questions.
- > Guests and ad hoc members (e.g., employer safety consultants) provide expertise and guidance for consideration by the JOHSC representatives.

**PRO TIP:** When a safety consultant provides advice, the committee should be provided with written Act, Regulation, employer policy or global standard to verify their accuracy and deepen understanding. If this does not occur, please request these for review.

- > Review agenda – ensure standing items are included along with unfinished and new business.
- > Review minutes – approval should only occur once all your comments have been reviewed and changes have been made. Ensure the minutes accurately reflect your discussions. Do not give your approval or sign off if you do not agree.

**PRO TIP:** Use ACTION ORIENTED MINUTE STYLE:

MEETINGS		
ACTION ORIENTED MINUTES		
TITLE OF MEETING: _____		
PURPOSE: _____		
DATE: _____		
ATTENDEES: _____		
REGRETS: _____		
<i>Agenda Item/Topic:</i>		
Decision: _____		
ACTION:	Person Responsible	Due Date
<i>Agenda Item/Topic:</i>		
Decision: _____		
ACTION:	Person Responsible	Due Date
<i>Agenda Item/Topic:</i>		
Decision: _____		
ACTION:	Person Responsible	Due Date

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## JOHSC MEETINGS - TIPS FOR WORKER REPRESENTATIVES *continued*

- > Incident report (aka *white report*) review which includes incidents/near misses and related investigations.
- > Hazard report review (can be PSLS or hazard form).
- > Risk Assessments (e.g., COVID 19 safety plans, violence, etc).
- > Audits (various requests may be made by the committee to audit controls (e.g., education, fit testing compliance, hand hygiene, PPE, etc.).
- > Workplace Inspections.
- > WorkSafeBC Inspection Reports (Orders).
- > Recommendations (including 21 day recommendation letters and related employer responses).

**PRO TIP:** If you are listed as a participant in an incident investigation report or risk assessment document, confirm that you participated. If you have not participated and your name is on a report, please request your name to be removed immediately (e.g. WHITE report may show the BCNU JOHSC rep participated in the investigation when they did not).

### AFTER - ONGOING BETWEEN MEETINGS

- > Review the minutes and submit corrections and omissions.

**PRO TIP:** You should be receiving the draft minutes at least a week before the next meeting. If this is not occurring, please add “prompt distribution of minutes” to your next committee meeting agenda.

- > Follow-up with action items listed in the minutes.
- > Review new incident reports (push notifications).

**PRO TIP:** For health authority employees, push notifications are sent immediately after the incident is reported to the Workplace Health Call Center. The push notifications are only sent to the union JOHSC representative that corresponds to the member reporting the incident.

All incident reports are compiled into one monthly report which is sent to the JOHSC co-chairs. The co-chairs ensure the report is distributed to all committee members in a timely manner.

- > Complete investigations.
  - > BCNU JOHSC representatives must reach out to the worker’s manager to conduct a joint investigation upon receipt of each incident push notification.

**PRO TIP:** Include the member who reported the incident and ask for their recommendations.

- > Participate in regular workplace inspections.

**PRO TIP:** Best practice is to complete the inspections with the area manager and/or a front-line worker.

- > Collaborate with other JOHSC members regarding safety issues that arise.

**PRO TIP:** Building strong relationships with other union JOHSC worker reps is an essential strategy.