

Joint Occupational Health and Safety Committee

Responsibilities for all Committee members:

- Attend and participate in Safety Committee meetings
- To identify situations that may be unhealthy or unsafe for workers
- To consider and deal with complaints relating to the health and safety of workers
- To consult with workers and the employer and workers for the improvement of the occupational health and safety and occupational environment of workers
- Make recommendations to the employer
- To advise the employer on programs and policies
- Participate in workplace inspections, accident / incident investigations and inquiries as required
- Take part in an annual evaluation of the committee

Committee members must:

- Receive initial training on their duties
- Post the minutes from each meeting
- Keep private information confidential
- Work together to improve workplace safety
- Set an example of good safety practices



Tips for effective committees:

- Establish a Terms of Reference document for the committee
- Ensure training is provided so committee members can contribute fully
- Provide adequate time and resources for the committee to do its work
- Define roles and responsibilities of members
- Meet monthly & keep minutes

Co-Chair Responsibilities:

- Run and control the meetings
- Keep the meetings unbiased
- Arrange the agendas
- Review previous meeting reports and material prior to the meetings
- Arrange the meeting place and notify members of meetings
- Prepare agendas and reports
- Make recommendations to the employer
- Co-chairs may assign a secretary to assist with some of these duties

What does the law say?

In BC, specific requirements for a committee are found in the Workers Compensation Act and Occupational Health and Safety Regulations.

Details can be found here:

www.worksafebc.com/en/health-safety/create-manage/joint-health-safety-committees

AgSafe

E: Contact@AgSafeBC.ca

P: 604.881.6078

TF: 1.877.533.1789

Web: AgSafeBC.ca

