

# Joint Occupational Health & Safety Committee

## Tip Sheet No. 3

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### Typical Duties of a JOHSC

**AWARE**  **NS**

Nova Scotia Health + Community Services Safety Association

# Typical Duties of a JOHS Committee

1. Report unsafe conditions and suggest corrective actions.
2. Meet at least monthly or as Terms of Reference states.
3. Clearly define the duties and responsibilities of officers and members.
4. Review incidents, near misses, Supervisor's Incident Investigation Reports, claim summaries and loss analysis on a periodic basis.
5. Review all serious injuries. Not for fault finding, but for fact finding to prevent re-occurrence of the same or similar incident.
6. Contribute ideas and suggestions for improvements in safety.
7. Work safely and influence others to work safely.
8. Make periodic Agency/facility safety audits.
9. Sponsor and coordinate contests, poster programs, safety drives, etc., and supply other informational materials which can help to promote safer operations.
10. Develop, implement, and review written safety programs.
11. Build enthusiasm for safety programs.
12. Direct involvement with organizational wide safety training.
13. Establish dispute resolution procedures.
14. Propose and create safety checklists.
15. Identifying high-risk job tasks and developing written safe operating procedures.