**Appendix 8.1, JOHSC Terms of Reference**

**JOHSC Terms of Reference**

**Purpose**

[Organization Name] is committed to excellence, innovation, wellness and safety for all employees, residents, contractors, visitors, volunteers and the general public. Our Joint Occupational Health & Safety Committee is recognized as an essential part of [Organization Name]’s commitment to creating and supporting a healthy and safe work environment/culture for [Organization Name] employees. In support of [Organization Name]’s Occupational Health and Safety Program, the Joint Occupational Health and Safety Committee will play an intricate role in helping to identify, resolve, control and prevent all Health and Safety matters related to [Organization Name].

**Committee/Member Functions and Responsibilities**:

1. Provides leadership, direction and advice to employees and management related to occupational health and safety issues in the workplace, i.e., protective equipment, restraints, education, policy & procedures, work refusals, OH&S program, unsafe work practices, safe work practices, violence in the workplace, etc.
2. The OHS Committee continually monitors [Organization Name]’s OHS Program in a formal manner and where appropriate makes recommendations to the Senior Management and Executive Directors regarding any and all aspects of the OHS Program including: the development, implementation and evaluation of workplace health and safety policies and procedures and safe work practices. Senior Management as stated in the OHS Act NS will respond to the recommendations within 21 days. The OHS committee will follow up on the status of recommendations made to the Senior Management.
3. Acts as a role model and promotes health, safety and safe work practices; also intervenes in poor and/or unsafe work practices in the workplace.
4. Attends Committee meetings, and monitors the elements of [Organization Name]’s OHS Program in the workplace.
5. Promotes and practices respect and open communication in the workplace to encourage employees to voice their occupational health and safety issues reflective of the internal responsibility system (Section 2, Nova Scotia Occupational Health and Safety Act). This will also provide an opportunity for committee members to better support employees by guiding them to the most appropriate avenue to address their concerns.
6. Reviews monthly employee incident reports at the OH&S committee meetings and shares this review with all departments and neighbourhoods. Conducts employee incident investigations when deemed necessary follows up with a report and recommendations for corrective actions (if needed).
7. Develops a plan for and conducts [Agreed upon Number] workplace inspections, as per Workplace Inspection policy and procedure and identifies risks/hazards, provides a report with recommendations (if necessary) to OH&S committee to eliminate and/or decrease risks; submits same to the appropriate neighbourhood/department/person. If the matter is of an urgent nature, the issue will be immediately reported to the Senior Management and/or designate.
8. Reviews Violence in the Workplace Report [Agreed upon Number]. Actively participates in violence risk assessments and/or recommendations related to violence risks & hazards to improve safety in the workplace, i.e. security, policies & procedures, safe work practices, equipment and technology, client approach, approach to unknown person, education, admission planning, etc.
9. OHS committee will document its involvement in all work refusals as outlined in the OHS committee rules of procedure document.
10. Communicates committee decisions and/or actions through minutes, intranet, reports, memos, newsletters and/or other documentation and seeks feedback as needed, (i.e. quarterly incident reports, OH&S minutes, violence reports and workplace inspections).
11. Is knowledgeable of and adheres to the OHS committee rules of procedure.
12. Provides for the storage of OHS documentation including storing documents in effect previous to changes made to the program.
13. Cooperates and liaises with the OH&S officers, Department of Environment & Labour; provides access to information such as minutes, assessments, reports regarding health and safety issues/concerns in the workplace.
14. Keeps a record of OHS committee member’s education completed and develops a yearly education needs assessment for OHS committee members reflecting OHS regulations. The OHS committee members will work with the education and training coordinator to schedule the education.
15. Works with management in the identification of OHS education needs for the organization and makes recommendations to education and training coordinator.
16. Actively participates and supports education and lifelong learning related to OH&S, i.e., keeps abreast of new and revised legislation, standards, policies & procedures, safe work practices and education.
17. Plans and participates in activities and events for occupational health and safety week.
18. Evaluates the performance and function of the OHS committee yearly and makes recommendations for improvement where indicated.

**Standards:** OH&S legislation / regulations

WCB legislation

Violence in the Workplace Legislation

[Organization Name] standards, policies, procedures, standard safety procedures and safe work practices

DCS standards, policies & procedures

Professional Associations / Affiliations

**Accountability:** Senior Management

**Meetings:** Minimum of 10 yearly and/or as needed

**Membership:** [Agreed upon Number] Union Representatives (if possible one from each local) [Agreed upon Number] Management [Agreed upon Number] alternates (minimum) ([Agreed upon Number] union/employee & [Agreed upon Number] management)

**This Terms of Reference will be reviewed and/or revised and signed every [Agreed upon Number]** **years or as needed.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer Co-Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer Co-Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Senior Management/Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**