**Appendix 8.2, JOHS Committee Rules of Procedure**

**JOHS Committee Rules of Procedure**

**Procedure:**

1. **Process to call a Formal OHS Meeting** - Formal OHS meetings will be held on a regular basis on the [Agreed upon Time] with a minimum of 10 Formal meetings per year. If a formal OHS meeting is required outside this Schedule one of the co-chairs of the OHS committee can notify committee members of the date and time and agenda of the formal meeting with a minimum of one-week notice.
2. **Voting** - If an issue/concern is moved to a vote by the OHS committee there must be a majority for the motion to carry.
3. **Quorum** - To call and/or conduct a formal OH&S meeting there must be a minimum of [Agreed upon Number] committee members from management and [Agreed upon Number] committee members from the unions.
4. **Setting the Agenda** - A consistent Agenda framework will be implemented to outline areas to be potentially covered so there are no omissions. The Agenda will be set by the OHS committee co-chairs on an alternate basis with input from committee members and will be distributed [Agreed upon Time] prior to the meeting date. Items placed on the agenda which are not relevant to the OHS Committee will be forwarded to the appropriate individual/department.
5. **Conducting the meetings** - The co-chairs alternate chairing the OHS meetings.
6. **Special and/or emergency meetings** - Special and/or emergency meetings may be called by co-chairs or, in the absence of both co-chairs, [Agreed upon Number] members of the committee may call an emergency meeting. Conditions in which special and/or emergency meetings are called include: work refusals, serious incidents involving serious injury or death or damage to property, and/or serious risk/hazard conditions.
7. **Composition of the Joint OH&S Committee** - The joint OHS committee will be comprised of [Agreed upon Number] members and [Agreed upon Number] alternate members from management and [Agreed upon Number] members and [Agreed upon Number] alternate members from the employee/unions. Employee/unions and management will determine the process for assigning members to the OH&S Committee. Management and employees/unions will provide an updated list of committee members for the upcoming year to the co-chairs on [Agreed upon Date] of each year. A list of committee members and their contact numbers will be posted in each department and neighbourhood, as well as on the OHS communication board.
8. **Term of appointment** - The process for determining the term of appointment will be decided by management and employees/unions respectively.
9. **Occupational Health & Safety Education** - Health and Safety education will be available to OHS committee members as per the OHS Regulations, NS, Health and safety education will also be available for the remainder of the organization based on OHS Act NS and as recommended by the OHS committee and/or management.
10. **Matters the employer must consult the OH&S Committee** - The employer must consult the OH&S committee on any changes to the OH&S program and/or anything related to health and safety risks/issues and/or concerns in the organization. The committee can also consult and/or make recommendations to the employer regarding the OHS program and/or any health and safety risk/issues or concerns in the organization.
11. **Hazards/Risks** - OH&S Committee must take a leading role in the identification of risks/hazards, as well as in the reporting and recommendations to eliminate and/or decrease risks/hazards in the organization. Committee members should also encourage and support staff to identify report and address risks/hazards in the organization. The OH&S committee will schedule and conduct, with department employees, quarterly facility inspections.
12. **Minutes**- Minutes will be recorded and retained for each OHS meeting. Meeting minutes shall be posted [Agreed upon Time] after the meeting has been completed.
13. **Sub-Committees** - The OH&S Committee will appoint sub-committees as it deems necessary to focus on and carry-out particular committee functions. The sub-committees will each have Terms of Reference approved by the OHS& Committee including reporting, responsibilities and authority of the sub-committee.
14. **Complaints** - Reflective of the Internal Responsibility System, OH&S committee members support and direct employees to follow the process for health and safety risks/issues/concerns. If the health and safety risk/issue/concern is of an urgent nature, employees must act immediately to request assistance and ensure safety for themselves and others. For all other non-urgent risks/issues/concerns, employees will:
    1. Inform your supervisor of the nature of the health and safety risk/issue/concern.
    2. Document the health and safety risk/issue/concern, the OH&S Safety Concern Form may be used.
    3. If the health and safety risk/issue/concern has not been resolved in a reasonable time frame, the worker can submit the complaint to OH&S committee for review. The OHS committee will review the risk/issues/concern and any pertinent policies/procedures and may contact the manager to obtain clarification and/or provide direction/recommendation. The committee may move to vote on documenting the risk/issue/concern and addressing this to the Senior Management who will respond as per the OHS Act NS section 34.
    4. A written response will be provided to management and to the employee who initiated the risk/issue/concern.
    5. Records of all recommendations made by the committee will be retained in the administration area.
15. **Work Refusals** - The process for a work refusal is as follows:
16. Speak with your supervisor to try and resolve work issues/concern.
17. If not able to resolve work issue/concern, supervisor will reassign employee to other work.
18. Another worker will be assigned the work (need to inform that worker the work was refused).
19. If the work issue/concern cannot be resolved, the work issue/concern can be brought to OH&S committee (verbal or written).
20. OH&S committee can discuss the work issue/concern and make recommendations to management to resolve the issue.
21. Management must respond to the committee within 21 days.
22. If the work/concern is still not resolved, it can be brought to the Department of Labour, Skills and Immigration.
23. **Program Review** - The OH&S Committee will review the OH&S Program on a yearly basis.
24. **Committee Evaluation and Improvement** - The OH&S committee will conduct a yearly evaluation of the committee function and performance.