



# OH&S STEWARDS BULLETIN

## 1. How is a committee member selected?

Joint health and safety committees (JOHS) consist of worker and employer representatives. Employer representatives are selected by the employer among management with managerial responsibilities. Worker representatives, who do not have managerial responsibility, are selected by their respective unions.

## 2. Are members paid for time spent on health and safety committee activities?

A committee member is paid by the employer to prepare for OH&S meetings, to attend the meetings and any related activities, such as doing inspections and investigations.

## 3. What kind of training do committee members get?

Each committee member is entitled to eight hours of training every year, paid by the employer, to take OH&S courses that are approved by WorkSafeBC. The employer is also required to ensure that each member joining a committee after April 3, 2017 receives at least eight hours of education within six months of becoming a committee member.

## 4. Are minutes of OH&S meetings posted?

The employer is required to provide clerical personnel and equipment to record minutes of all health and safety meetings. The minutes of the last three monthly meetings must be posted on the OH&S bulletin board. The minutes should show what the OH&S concerns are, who has the responsibility to resolve the concern, and when should this be completed. The minutes are circulated to all OH&S committee members and a copy is emailed to <ohs@heu.org>.

## 5. What are the duties of JOHS committees?

Some of the duties are:

- a) Jointly develop term of reference for the committee.
- b) Identify situations that may be unsafe and unhealthy.
- c) Address workers' concerns and complaints.
- d) Consult with workers and employers on how to improve health and safety.
- e) Advise employers on OH&S programs and policies.
- f) Conduct regular inspections.
- g) Participate in incident investigations.

...