



OH&S STEWARDS BULLETIN

Joint OH&S meeting minutes

Did you know that the **WCB Act, Division 4, Section 136** states that the employer is required to provide clerical personnel to record the minutes of the JOHS meeting? Neither the union JOHS representatives nor the employer representatives should be recording the minutes. All the representatives should be free to participate fully in the discussion and work of the committee.

The minutes should identify all members and guest(s) by full name, work area/department and affiliation (HEU, HSA, employer, WorkSafeBC, etc). The minutes should also indicate who the employer co-chair is and union co-chair are, see example below:

Prepared by: **Kim Chand, Executive Assistant**

Present: **Sara McMillan, Director** **Management**
Sue Kim Lee, Kitchen Supervisor **Management**
Harry Johnson, Team Leader **Management**
Linda Sangha, Care Aide **HEU**
Kerry Smith, Cook **HEU**
Jane Hamilton, Nurse **BCNU**
Darian Steward, Home Support **UFCW**

Regrets: **Joe Kells, Electrician** **HEU**

Co-Chairs: **Harry Johnson, (Employer Representative)**
Linda Sangha (Union Representative)

Guests: **WCB Officer**

WCB Act, Division 4, Section 138 requires the employer to “post and keep posted”

- a) **The names and work locations of the joint committee members,**
- b) **The reports of the three most recent joint committee meetings, and**
- c) **Copies of any applicable orders under this division for the preceding 12 months.**

Most stewards and employers are aware of the requirement to post the three most recent JOHS meetings, however may not be aware of the other responsibilities the employer has under this section.

Please review your minutes and the information posted on your OH&S bulletin board and if there's any information missing, bring it up at your next JOHS meeting. Usually this kind of information is missing only because no one, including the employer, is aware of their responsibility to provide it.