



OH&S STEWARDS BULLETIN

Joint OH&S meeting minutes

HEU is now receiving joint occupational health and safety (JOHS) meeting minutes from 287 health care sites throughout B.C., the majority on a monthly basis.

This is great news. However, there are some common issues with many of the minutes around formatting and information.

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.**

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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.

Once again, thank you for the important job you do as OH&S stewards. You play a vital role in making our workplaces safer for everyone.

Please feel free to contact us if you have any questions.

In solidarity,

Della McGaw

OH&S Representative

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