



Welcome back to the 2023/24 school year.

Your Principal/Supervisor has advised us that you will be one of the Joint Occupational Health & Safety Committeemembers at your school/site this year. Thank you for serving in this important role and supporting Greater Victoria Schools Occupational Health & Safety Program.

**What are my responsibilities as a member?**

As a Joint Occupational Health & Safety Committee member you are responsible for:

x Attending monthly meetings

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Identifying or responding to complaints about issues related to unhealthy or unsafe conditions/situations at your site

Participating in regular Safety Inspections

Participating in Incident Investigations

Participating in the procedure for resolving refusals of unsafe work

Completing safety training

Please read the Terms of Reference for the Joint Occupational Health & Safety



## **What to post on your health & safety bulletin board**

### **Required:**

- Occupational First Aid Attendant contact information
- First Aid room location
- Joint Occupational Health & Safety Committee member contact information
- Joint Occupational Health & Safety Committee meeting minutes
- District Occupational Health & Safety Committee meeting minutes
- How to access the Workers Compensation Act and Occupational Health & Safety Regulation
- How to access Safety Data Sheets for hazardous products

### **Other suggestions:**

- Workplace Bullying and Harassment Brochure
- Employee and Family Assistance Program Brochure
- Evacuation meeting locations

**Joint Occupational Health & Safety Committee  
Terms of Reference 2023/24**

1. Name of Health

## **Joint Occupational Health & Safety Committee**

### **Terms of Reference 2023/24**

#### **3. Duties and Functions of the Committee** (as per *WCA 130*):

- (a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- (b) Consider and expeditiously deal with complaints relating to the health and safety of workers.
- (c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- (d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers.
- (e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the regulations, and monitor their effectiveness.
- (f) Advise the employer on programs and policies required under the regulations for the workplace and monitor their effectiveness.
- (g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- (h) Ensure that incident investigations and regular inspections are carried out as required by regulation.
- (i) Participate in inspections, investigations and inquiries as provided by regulation.
- U) When necessary, request information from the employer about:
  - (i) Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
  - (ii) Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- (k) Carry out any other duties and functions prescribed by regulation.

#### **4. Records**

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least two (2) years from the date of the joint health and safety committee meeting to which they relate. (Note first aid records should be kept for at least 10 years; education and training related records should be kept for at least three (3) years after the training session).

## Joint Occupational Health & Safety Committee

### Terms of Reference 2023/24

#### 5. Meetings

- (a) The committee will meet monthly on the \_\_\_\_\_ working day of each month. **Meetings are not optional, they MUST be held each month.**
- (b) Special meetings, if required, will be held at the call of the co-chairs.
- (c) A quorum shall consist of a majority of members (see# 7 for more info.)

#### 6. Agendas and Meeting Reports

- (a) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- (b) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, Joint Health and Safety Committee members and workers. Upon request copies will be provided to WorkSafeBC.
- (c) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible.
- (d) Copies of the minutes for JOHS committees will be uploaded to **the X:drive/JOHS/<your location>/<appropriate folder>**. The District OHS Advisor will review inspections, Violent Incident Report/Tallies, Orders and other documentation as necessary in conjunction with the District Occupational Health and Safety (DOSH) committee.

#### 7. Composition of the Committee

- (a) The committee shall consist of at least four (4) voting members.
- (b) One worker representative will be **elected or appointed** from each of the following areas or unions; Administration, CUPE 382, CUPE 947

## **Joint Occupational Health & Safety Committee Terms of Reference 2023/24**

- d) The co-chairs shall **share** the following responsibilities:
- I. Report Committee membership: uploaded to **the X:drive/JOHS/<your location>/Terms of Reference**
  - II. Facilitate meetings in order to keep on task.
  - III. Ensure the maintenance of an unbiased viewpoint.
  - IV. Arrange and prepare the meeting agendas.
  - V. Review previous meeting reports and material prior to the meetings.
  - VI. Arrange for the meeting place.
  - VII. Notify members of meetings.
  - VIII. Prepare meeting reports.
  - IX. Forward a copy of JOHS meeting minutes and inspections to the employer for distribution.
  - X. Prepare recommendation(s) and forward to the employer for a response.
  - XI. Prepare all correspondence.
  - XII. Post minutes for the last 3 months for workers to view.

### **9. Terms of Office**

- (a) Committee members will sit on the committee for a period of time appropriate to the location that encourages a balance between new members and more experienced members.
- (b) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- (c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- (d) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

### **10. Recommendations to the Employer will Meet These Guidelines**

Please refer to JOHS Recommendation Form to make recommendations to the employer. Please ensure the recommendations are:

## Joint Occupational Health & Safety Committee Terms of Reference 2023/24

- (a) Directly related to health and safety.
- (b) Doable (reasonably capable of being done).
- (c) Complete (employer will not need more information to decide). If the site JOHS needs assistance with recommendations, they can consult with the District OHS Advisor and/or DOHS Committee to aid in determining the best solution.

### 11. Assistance in resolving disagreements within committee

If the JOHS Committee is unable to reach an agreement relating to health and safety of workers, a co-chair can report this to the District OHS Advisor. If no resolution is achieved and the JOHS committee is unable to reach an agreement, a co-chair of the committee can report this to WorkSafeBC.

### 12. Workplace Incident Statistics

Each month the site based JOHS committee will tally all workplace incidents using the Workplace Incident Tracker (**X:drive/JOHS/Action Toolbox /Resources**). This will help the committee identify trends and take corrective action to aid in improving workplace health and safety.

### 13. Training

Section 135 of the *Workers Compensation Act* states:

*Each member of a joint committee is entitled to an annual educational leave totaling 8 hours for the purpose of attending occupational health and safety training courses conducted*

**Joint Occupational Health & Safety Committee  
Terms of Reference 2023/24**

If a member of the committee considers that the employer is not allowing the member the leave to which she is entitled, the member may, after following the above



# JOHS Meeting Agenda

Meeting Date: \_ School

Location: \_ Items/points to be addressed during the

JOHS meeting:

1. Review previous months JOHS minutes.

2. Review of Outstanding Items

0

0

0

3. Review of Inspections, if any

0

0

0

4. New Business

0

0

0

5. Review of Violent Incident(s)

0

0

0

6. Review of Workplace Incident(s)/Accident(s)

0

0

0



# JOHS Meeting Minutes

<b>SECTION 3: Review of Inspection,</b> <i>if any</i>		
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<b>Issue/Concern</b>	<b>Person Accountable</b>	<b>Follow-up Needed</b>
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## Inspection Procedure

<h1>Inspection Procedure</h1>		
Date Developed: <b>July 15<sup>th</sup> 2020</b>	Revision Date:	Last Reviewed By: <b>R.Clark 2023</b>
<b>Document Owner: SD61 Health &amp; Safety Department</b>		<b>Review Cycle: 3 years</b>

### 1.0 Purpose

The purpose of the Inspection Procedure is to:

- É Outline the responsibilities of employees in the Greater Victoria School District(61 to complete inspections
- É Show the different types of inspection completed at Greater Victoria School District 61
- É Provide insight on how to complete inspections
- É Meet reporting requirements of WorkSafe BC Safety Act and Regulations

### 2.0 Scope and Regulation

Sections of the Work Safe BC Regulation require employers to carry out regular safety inspections of their places of employment to ensure the safety of their workers. The following are from the OH&S Regulation:

- É

## **Inspection Procedure**

### **Joint Occupational Health & Safety Committee**

- É Develop Inspection plan, determine how often each inspection is completed and by who
- É Participate in general inspections, and others, as required
- É Review inspection findings at JOHS meetings
- É Report all findings in forms provided
- É Assist in following up on findings, ensure corrective actions are completed

### **Employees**

- É Allow JOHS members to complete inspections in your work area
- É Complete Classroom/Portable inspections, as required
- É Complete Shop, Kitchen, Lab inspections, as required
- É Report any findings to JOHS

### **Health & Safety Advisor**

- Review inspections from all schools and facilities uploaded to X:drive
- Share trends and statistics with SD6I staff  
Assist in completion of corrective actions if required
- Ensure work orders have been entered and/or completed, if required

## **4.0 Method**

## Inspection Procedure

### **Planned Inspection:**

Planned inspections should occur monthly. Areas of the school shall be decided on by the JOHS committee and administration. More information located in 4.2 Inspection Schedule. Planned Inspections include:

- Commercial Kitchen Inspection
- Classroom/Portable Inspections
- Shop/Science Inspection
- General Facility Inspection

### **Special Circumstance Inspection:**

Inspection may be required outside of daily and planned inspections. These types of inspections include:

- WorkSafe BC Inspections
- Inspection after injury or incident occurs
- Follow up on corrective actions
- Change in process, procedure, or equipment to ensure compliance

## 4.2 Inspection Schedule

An Incident Schedule shall be decided on by the administrator and JOHS members. This should occur during the first meeting of the school year.

**The whole school shall be inspected on a quarterly basis, this is achieved by a combination of general and area specific inspections. This includes classrooms, shared facilities, offices, hallways and outdoor space.**

**Tech Education (Metal, Wood, and Auto), Labs, and Commercial Kitchens shall be inspected monthly. This is based on risk assessment and potential for incidents.**

The JOHS shall determine who is required to inspect which areas and at what intervals. Each school is allowed to set their own zoning and schedule for inspections.

Please refer to the map on the next page to see an example of a zoned inspection plan.





## Inspection Procedure

### 4.3 Inspection Process

The following flow chart illustrates the process to perform inspections:

#### **Develop Inspection Plan**

- Who will inspect?
- Which areas are to be inspected?
- What needs to be inspected?

#### **Complete Inspections**

- Are inspections identifying hazardous acts and conditions?
- Are all areas being completed on required basis?

#### **Document Inspection**

- Are all findings document

Inspection Procedure

## 5.0 Related Documents

Inspection Forms can be found on **the X:drive/JOHS/Action Toolbox/<appropriate folder/form>?**

## **Safety**



## **Safety Inspection Report - Classroom/Portable**

## Safety Inspection Report - Kitchen

S =

## **Safety**

## Safety Inspection Report - Shop/Science

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School/Site

Zone

S = Satisfactory    U = Unsatisfactory    n/a = not applicable

Building/Environment	S	U	n/a	Corrective Actions
Proper ventilation in place for all shop/science activities				
Dust collection systems are functioning properly				
Power bars and extension cords are CSA approved and adequate gauge				
Electrical panels and disconnects are accessible and unobstructed				



