



NOKIIWIN
TRIBAL COUNCIL



Joint Health & Safety Committee Checklist

When Do You Need a Committee?

- ✓ 1 to 5 Workers – You are not required to have a JHSC or a health and safety representative unless a designated substance regulation applies to your workplace;
- ✓ 6 to 10 Workers – You are required to have one health and safety representative who is selected by the workers they represent. If a designated substance regulation applies to your workplace, you are required to have a JHSC;
- ✓ 20 to 49 – You are required to have a JHSC. The committee must have at least two (2) members.
- ✓ 50 plus – You are required to have a JHSC. The committee must have at least four (4) members.

Roles and Responsibilities

JHSC

- ✓ Identifying actual and potential hazards in the workplace;
- ✓ Obtaining information from the employer relating to health and safety in the workplace;
- ✓ Inspecting the workplace on a regular basis;
- ✓ Being consulted about and having a member representing workers be present at the beginning of any health and safety-related testing in the workplace;
- ✓ Recommending health and safety improvements in the workplace.
- ✓ Receive workers concerns, complaints and recommendations;
- ✓ Discuss issues and recommend solutions;
- ✓ Provide input into existing and proposed workplace health and safety programs.

Employer

- ✓ Causing a JHSC to be established and maintained at a workplace where one is required;
- ✓ Selecting committee members who exercise managerial functions for the employer to sit on the joint health and safety committee;
- ✓ Assisting and cooperating with committee members in the carrying out of their functions;
- ✓ Providing the committee with information relating to hazards in the workplace and any work practices and standards in similar industries;
- ✓ Providing the committee with a copy of all orders or reports issued to the employer by a Ministry of Labour inspector informing the committee of any work related incidents involving injury, death or occupational illness;
- ✓ Consulting with the JHSC or health and safety representative on the development of health and safety programs and policies (including training programs) where prescribed, and;
- ✓ Provide a joint health and safety committee member representing the workers with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace.

Committee Member/H & S Representative

- ✓ Identifying actual and potential workplace hazards;
- ✓ Inspecting the workplace at least once a month or, if that is not practical, inspecting the workplace at least once a year and at least part of the workplace each month in accordance with a schedule agreed upon by the representative and the employer;
- ✓ Being consulted about and being present at the beginning of health and safety-related testing in the workplace;
- ✓ Making recommendations to the employer about health and safety in the workplace; and
- ✓ Participating in the first and second stage investigation of work refusals and inspecting workplaces when there are critical injuries or fatalities.

we value your values