

Mount Royal University Joint Occupational Health and Safety Committee Terms of Reference

The Joint Occupational Health and Safety Committee (JOHSC) shall function according to the [Alberta Occupational Health & Safety Act \(Alberta OHS\)](#). The JOHSC shall consider all pertinent information available such as accepted industry best practices, approved standards and any other applicable legislation in the pursuit and fulfillment of its obligations.

1) Name

- a) The committee shall be known as the Joint Occupational Health and Safety Committee (JOHSC).

2) Scope and Purpose of the Committee

- a) The JOHSC is an advisory body and its main function is to receive, identify, evaluate and make recommendations concerning health and safety hazards and issues in the workplace.
- b) The purpose of JOHSC is to provide a venue for employer and worker members to jointly address, identify and solve physical and psychosocial health and safety matters; affirm a workplace of trust and safety; and ensure legislative compliance. JOHSC is to work collaboratively respecting employer and worker viewpoints.
- c) The JOHSC will identify and promote opportunities and recommend initiatives to support the three basic rights that Alberta Workers have in protecting their health and safety;
 - i) The right to know.
 - ii) The right to participate.
 - iii) The right to refuse dangerous work.
- d) The JOHSC will encourage workers to discuss any occupational health and safety concerns with their manager/supervisor and EH&S before bringing it to the attention of the JOHSC.

3) Duties and Functions of the Committee

- a) All committee members will strive to fulfill their roles and responsibilities by working cooperatively, following the processes in these terms of reference, and making every effort to reach consensus on issues for the effective operation of the committee.
- b) The Alberta OHS Act prescribes the following functions:
 - i) The receipt, consideration and disposition of concerns or reports respecting the health and safety of workers;
 - ii) Participation in hazard assessments;
 - iii) The making of recommendations to the employer respecting the health and safety of workers;
 - iv) Participation in the development, implementation and review of the MRU violence and harassment prevention program; and
 - v) Inspection and incident report review.

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- c) Identifiable information of individual workers may be released to JOHSC only in accordance with the FOIP Act and as required to perform the committee's duties.
- d) The following activities may be actioned when the committee makes the recommendation(s) to:
 - i) Consider and expeditiously address complaints relating to occupational health and safety of workers;
 - ii) Develop and promote educational programs to promote the health and safety of workers and compliance with OHS legislation; and
 - iii) Make recommendations and provide feedback to the employer on employee health and safety programs, initiatives and policies in support of OHS legislation for the workplace.
- e) The Committee may establish or appoint additional working groups from within its membership.

4) Membership

- a) The JOHSC must have at least ten members and at least half of the members will represent the workers.
- b) JOHSC should consist of:
 - 2 MRFA member
 - 2 MRSA member
 - 1 non-unionized worker (exempt status)
 - 5 employer representatives
 - 1 MRU Environmental Health and Safety representative (who may be an employee, employer representative or resource). The committee will have administrative support.

5) Term of Office

- a) Committee members are appointed or elected to a term of not less than two years with the exception of the standing member representative of Environmental Health and Safety.
- b) Members may continue to hold office until reappointed or re-elected, or until a replacement is appointed or elected.
- c) Members are asked to end their terms on alternating years to ensure continuity of knowledge

6) Member Conduct and Entitlements

- a) Maintain confidentiality during and after a member's term by not disclosing any worker's personal health or other personal information unless required by law.
- b) All committee members are to attend meetings and, when unable to attend, ensure all relevant correspondence and documents are reviewed and that any assigned tasks are acknowledged.
- c) Participate and contribute to the meeting.

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- d) Prior to meetings, review meeting materials.
- e) Seek input from employee groups as needed.
- f) In the event that a member misses two or more consecutive meetings without reason, the respective co-chair will have a discussion with the member to discuss the issues around attendance. If the issue is not resolved, the co-chair is responsible for initiating the member's replacement.
- g) Members of JOHSC are to be allowed time to fulfill their JOHSC duties in addition to the scheduled meetings. This time must be reasonable and endorsed by JOHSC.
- h) When requested by an Alberta OHS Officer, required JOHSC member/s may accompany an OHS Officer during an inspection of the workplace.

7) Co-chairs

- a) JOHSC shall have two co-chairs; one chosen by the employer members and the other chosen by the worker members on the committee. Should a co-chair be unable to continue their term, their respective employment group shall appoint a replacement.
- b) The worker co-chair shall be decided by the workers. The co-chairs will prepare for and co-facilitate the meetings by:
 - i) Making arrangements for the meeting date, time and location;
 - ii) Ensuring members are notified of meeting dates, times and locations;
 - iii) Creating the agendas;
 - iv) Ensuring meeting agendas and reports are prepared and distributed in a timely manner;
 - v) Reviewing the previous minutes and materials prior to each meeting;
 - vi) Ensuring meetings start and end on time and are conducted in accordance with the established agenda and process;
 - vii) Taking a leadership role in guiding committee discussions towards definite conclusions;
 - viii) Striving to achieve consensus;
 - ix) Ensuring the action items identified at the meeting are completed;
 - x) Preparing recommendation(s) and providing to the employer for a response;
 - xi) Preparing all correspondence on behalf of the committee; and
 - xii) Calling a special meeting if a situation is deemed urgent in nature without the request of an OHS Officer.

8) Meetings

- a) The committee will meet as per the schedule determined by the co-chairs
- b) There shall be a minimum of four meetings per year
- c) Special meetings must be held if asked to do so by an OHS officer
- d) Emergency meetings may be called by the co-chairs
- e) Meetings can be held either virtually or in person
- f) Minutes will be taken at each meeting
- g) The committee will develop procedures it considers necessary for the meetings

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- h) The co-chairs shall chair the JOHSC meetings on an alternating basis.

9) Quorum

- a) Quorum is the minimum number of JOHSC members who must be present at a meeting to carry out business. At least half of the members must be present for there to be a quorum. Both worker and employer members must be present with at least half of those present being worker members.

10) Agendas and Minutes

- a) The co-chairs will prepare and distribute an agenda to members prior to the meeting.
b) Within five (5) working days of the meeting, the approved minutes will be posted on the Mount Royal University website and provided to the General Counsel and University Secretary, to distribute as required.

11) Recommendations

- a) Recommendations could include but are not limited to those:
i) Pertaining to health and safety in the workplace
ii) In response to incidents/accidents in the workplace
iii) Pertaining to workplace inspections or review of local workplace programs
iv) Pertaining to health and safety education programs
b) The JOHSC will review employer's responses to their recommendations. The employer must provide a written response within thirty days of receipt of the recommendations. The response shall contain a timeline for implementation of acceptable recommendations or reasons for not accepting recommendations.
c) are directly related to occupational health and safety as it is defined in legislation.
d) will be reasonably capable of being implemented
e) will be comprehensive and complete; that is, the employer will not need more information to make a decision
f) may take the form of short-term (interim) corrective actions and/or long-term corrective actions when applicable

12) Dispute Resolution

- a) If the JOHSC is unable to reach a consensus on a matter relating to the health or safety of workers at the workplace:
(a) The meeting will be adjourned and the co-chairs will speak to their respective groups to determine the key points.
(b) The two chairs will reconvene to discuss possible resolutions.
(c) If the two chairs are amenable to the resolution, JOHSC will be reconvened to discuss and vote.
(d) If an impasse continues, then a third-party member from the University, agreeable to JOHSC, will be consulted.

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- b) If the JOHSC is unable to reach a consensus (agreement) on a matter relating to the health or safety of workers in the workplace, the co-chairs of the committee may contact the Alberta OHS for advice.

13) Training

- a) All members of the JOHSC are permitted to attend health and safety training, programs, seminars and courses. The employer shall pay for that training and time and any additional training recommendations made by the JOHSC co-chairs and approved by the employer.

14) Records

- a) The committee co-chairs will ensure accurate records are kept of all matters that come before JOHSC. The committee will maintain copies of its minutes and reports for a period of eleven (11) years as per [Records Retention record AD003](#) from the date of the JOHSC meeting to which they relate.

15) Recommended Revisions

- a) With the exception of editorial revisions, these terms of reference may be revised by recommendation of the committee to the senior executive leader.

16) Review

- a) These terms of reference will be reviewed by committee members every three (3) years and approved by the senior executive leader.

17) Approval History:

- a) Approved by the JOHSC: November 16, 2022
- b) Approved by the General Counsel and University Secretary:
- c) Approved by the JOHSC: May 19, 2022
- d) Approved by the General Counsel and University Secretary: May 19, 2022