

## Example — JHSC Terms of Reference

### Our Purpose

Our JHSC will work with management to help improve health and safety practices at (insert workplace name).

### Our Objectives

Our JHSC will aim to complete the following this year:

(List two-three doable objectives that the JHSC and management agrees the JHSC will work toward.)

### Our Members

Our JHSC will have (insert [number](#)) members, and employees and employers will be equally represented on the committee.

### Meetings

Meetings will be held on the (week of the month, day of the week) of each month. Meetings will start at (insert time) and end at (insert time).

### Co-chairs

The JHSC will have two co-chairs. [Employee](#) members will choose an employee co-chair and [employer](#) members may designate their employer co-chair.

### Recorder

The committee will choose a JHSC member to record the minutes at each month's meeting. The recorder will post the JHSC monthly minutes at the workplace.

### Co-chairs' Responsibilities

Each co-chair will share the responsibilities of:

- Leading meeting discussions
- Preparing agendas for meetings
- Researching health and safety information for the workplace
- Learning about [workplace legislation](#) and best industry practices
- Sharing health and safety knowledge with the workplace
- Submitting JHSC recommendations to management
- Signing the minute form
- Posting the minutes at the workplace
- Maintaining minutes and saving them in a secure location for a minimum of three years
- Providing meeting minutes to a WorkSafeNB officer if requested

### Member Responsibilities

All committee members are responsible to:

- Attend monthly meetings
- Review health and safety legislation at each meeting
- Attend JHSC core training within 12 months of becoming a member
- Offer management recommendations and ideas for health and safety improvements
- Help management achieve the organization's health and safety objectives
- Seek health and safety training opportunities for employees and staff
- Use section 15 of the *Occupational Health and Safety Act* as a reference to guide us in fulfilling the organization's health and safety goals

### TOR Review

The TOR will be reviewed every year on or about \_\_ (insert date) \_\_. It will also be updated as needs/legislation change.

Date: \_\_\_\_\_

[Revision:](#) \_\_\_\_\_

Employee co-chair's signature

\_\_\_\_\_

Employer co-chair's signature

\_\_\_\_\_

Employer's signature

\_\_\_\_\_

## Glossary:

### Objective:

An objective is a clear and measurable outcome you set to achieve by completing specific tasks within a certain timeframe. The JHSC and management will agree to two-three **doable** objectives that the JHSC will aim to complete over the next year.

Examples of objectives may include:

- Review the organization's health and safety program and make recommendations for updates, if needed
- Complete a thorough inspection of the entire workplace each quarter
- Create a JHSC social media/intranet health and safety platform
- Develop a reporting procedure for employees to submit health and safety concerns to the JHSC
- Develop an organization-wide health and safety survey that will help the JHSC set future objectives

### Number:

The total number of JHSC members (ex: 2, 4, 6).

### Employee:

An employee is:

- A person employed in a workplace
- A person in a workplace for any purpose in connection to the workplace

### Employer:

An employer is a person who employs one or more employees or is a person's agent.

### Revision:

A revision is the process of reviewing and making changes to something to improve, update or correct it. A revision provides an opportunity for the JHSC to recommend changes to the existing TOR such as:

- Listing new objectives that the JHSC would like to accomplish
- Adding or amending responsibilities of committee members and/or co-chairs

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