

# Joint Health and Safety Committee

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1. Mandate
  - a. The Joint Health and Safety Committee has a mandate to advance Health and Safety at the College. The Committee mandate includes advising, providing support to the College in matters of Health and Safety and promoting Health and Safety in the community.
2. Roles and Functions of the Committee
  - a. Promotion and Information
    - i. Informs the college community of the decisions taken by the Joint Health and Safety committee
    - ii. Ensures the promotion, advertisement and revision of policies in regards to Health and Safety
    - iii. Promotes prevention of Health and Safety Incidents through regulations and procedures
    - iv. Regularly provide information and feedback to the members of the community they represent
  - b. Consultation and Advising
    - i. Ensures the respect of the current legislation
    - ii. Assists in the identification, evaluation and control of hazards that may present a risk to Health, Safety and/or physical integrity of community members
    - iii. Makes recommendations to the administration to improve work conditions, regulations and procedures
    - iv. Assists in the identification of training needs and available training concerning Health and Safety.
    - v. Assists in the collection of information in regards to Health and Safety that is used to provide recommendations.
3. Membership
  - a. Representing the College administration<sup>1</sup>
    - i. Manager of Health and Safety
    - ii. One (1) member from the Academic
    - iii. One (1) member from Human Resources
    - iv. One (1) member from Student Services
  - b. Representing the staff
    - i. One (1) member from the Vanier College Teachers Association
    - ii. One (1) member from the Vanier College Support Personnel Association
    - iii. One (1) member from the Vanier College Professional Association
    - iv. One (1) member from the Vanier College Student Association

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<sup>1</sup> One member must be from the Association of Vanier College Administration

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4. Roles and responsibilities of the members
  - a. Chair
    - i. Prepares the agenda for the meetings
    - ii. Acts as a facilitator and ensures efficient discussion and that all members are able to express themselves freely.
    - iii. Ensures the respect of the meeting schedule
    - iv. Reserves the room and prepares the necessary items for the meeting
    - v. Ensures the follow-up of the issues with the assistance of the members
    - vi. Represents the committee to the different community members or groups / committees
    - vii. Writes the annual report presented to the committee and community
  - b. Minute-taker
    - i. Writes the minutes of the meetings (rotating responsibility)
    - ii. Distribute the minutes to the members of the committee
  - c. Members
    - i. Before the meeting,
      1. the members should prepare themselves
    - ii. During the meeting
      1. Be present for the meeting
      2. Participate in the meeting
      3. Be respectful and be objective
      4. Abide by internal rules
    - iii. After the meeting
      1. Read the minutes and report errors
      2. Defend the decisions of the committee and ensure their application
      3. Complete tasks assigned to you, when applicable
      4. Act on the field to support prevention
5. Terms of office
  - a. Members are chosen for a period of 2 years, renewable, except VCSA representative that will serve a period of a year.
  - b. The persons representing the workers are chosen by the union in accordance with their internal rules
  - c. The persons representing the administration are chosen by the administration
6. Vacancies
  - a. Any vacancies on the committee, within 30 business days of the committee being advised, must be filled by the respective association or the administration.
7. Frequency of meeting
  - a. The committee will meet once a month from September to December and February to May.

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## 8. Agenda

- a. The agenda must be provided to the members of the committee 5 working days prior to the scheduled meeting.
- b. Any members may submit points to be added to the agenda at the start of the reunion, which, with the approval of the members, will be taken into consideration during the meeting

## 9. Quorum

- a. For a meeting to be considered valid, the chair must ensure that a sufficient number of participants are present:
  - i. A minimum of 3 members must be present to represent the staff
  - ii. A minimum of 3 members must be present to represent the administration

## 10. Minutes of the meeting

- a. The minutes must be archived by the administration for a period of 7 years
- b. A copy of the minutes must be distributed to all members of the committee within 10 working days following the meeting
- c. The minutes may only be publicly distributed once a final version is approved by the committee

## 11. Special Joint Health and Safety Committee Meeting

- a. There will be a Special Joint Health and Safety Committee called for investigation purposes if one of the following events happen:
  - i. Work-related death of a community member
  - ii. An accident that results in 2 or more persons being unable to accomplish their duties for at least one business day.
  - iii. An accident that results in 50,000\$ or more of property damage.
- b. These meetings are called automatically following such an incident. Articles 9 and 10 still apply

## 12. Decision Process

- a. The privileged decision process for the committee is the decision by consensus
- b. If, during a meeting, it seems impossible for the committee to reach a consensus, the motion will be subject to a majority vote of the committee. The motion that receives the most votes will be the official position of the committee.

## 13. Invitees

- a. Invitees to a meeting may be:
  - i. Observers (Right to speak within time allotted)
  - ii. A Resource-person
- b. Any members may suggest to the chair a person to be invited to the committee. Upon approval by the chair, the person will be contacted and offered to be present at the meeting

## 14. Sub-committees

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- a. Sub-committees may be created following a decision made by the Joint Health and Safety Committee
  - b. The membership of these committees must be represented by staff and administrators and their mandates are defined by decision of the Joint Health and Safety Committee. All sub-committees' proposals must be approved by JHSC.
15. Ethics
- a. On top of respecting the roles, functions and responsibilities mentioned in this document, the members of the Joint Health and Safety Committee agree and commit to respect the following ethical guidelines:
    - i. Ensure the confidentiality of the institutional and personal issues treated by the Joint Health and Safety Committee
    - ii. Ensure a presence and active participation to the Committee's meeting and related activities
    - iii. To respect and be discreet regarding invitees and observers present at the meeting
    - iv. Ensure the anonymity of the information collected from the personnel upon request
    - v. Respect rules and procedures in matters related to the management of Health and Safety
    - vi. Respect of the established procedures during the Joint Health and Safety Committee
    - vii. Favor a positive and objective approach to solutions in matters of Health and Safety
    - viii. Ensure commitment regarding the decisions taken by the committee
    - ix. Respect the mandates which are assigned within the committee