

# Specific Duties of Joint health and Safety Committee Members

## 1. Prepare for and participate in Joint Health and safety committee meetings.

- The preparation time for most committees is 1 hour and consists of reading inspection reports and, if needed, conducting further research into an issue in order to better participate in its discussion.
- Meetings are typically 1 hour long
- Meeting frequencies vary by committee but are bi-monthly on average.

## 2. JHSC reps must be able to discuss safety issues objectively, based on evidence, and must be able to reach consensus on recommendations.

## 3. Prepare for safety inspections

- JHSC committee reps conduct safety inspections of university buildings; typically in pairs. The common procedure is to pair a novice member with a more experienced one during inspections. Inspection teams change for different buildings and typically a member will do around 4 inspections per year.
- Preparation for an inspection consists of planning an inspection route, determining what personal protective equipment is necessary, and arranging to have for use of said equipment on inspection day.
- During an inspection, immediate hazards must be acted on immediately; such as by cordoning off a hazardous area.

## 4. Conduct safety inspections

- Proceeding at their own pace and seeing what they deem necessary, JHSC members inspect workplaces
- Hazards or possible hazards are recorded.
- JHSC reps do not operate equipment but rather ask for it to be demonstrated for them.
- They verify that adequate safety engineering controls are in place and are being used.
- JHSC reps prepare an inspection report detailing their findings within 5 business days of an inspection.

## 5. Other duties

- Attend a paid training. Opportunities for additional paid training as well as training leading to certification exist if the member is interested.
- Provide copies of all inspection reports submitted to the committee and all committee minutes to the PSAC 901 Health and Safety Executive.
- Promote worker safety to fellow PSAC 901 members by:
  - Encouraging them to talk to their supervisors first regarding specific safety issues.
  - Reporting issues raised by them to JHSC meetings
  - Encouraging them to learn about their rights, responsibilities, and duties.
- Create and provide timesheets of activities for remuneration.