

Lakeland Vet Clinic Joint Occupational Health and Safety Committee (JOHSC) Tools and Templates



Lakeland
VETERINARY CLINIC

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Contents

This package contains the tools and templates for the Lakeland Veterinary Joint Health and Safety Committee.

Rules of procedure — Lakeland JOHSC

1. Name of committee

The committee shall be known as the LakeLand Veterinary Clinic Joint Occupational Health and Safety Committee (**JOHSC Committee**).

2. Constituency and composition of the committee

- a) The committee shall consist of four members and two alternate members. Two representatives from Management (the employer) and two Employees.
- b) One alternate employer representative will be selected from among all employer areas.
- c) Co-chairs: The committee will elect co-chairs from its membership. One from Management and one Employee.

3. Purpose of the committee

A joint committee is required by the *Workers Compensation Act* and is made up of worker and employer representatives consulting in a co-operative spirit to identify and resolve safety and health problems in support of a planned occupational health and safety program in the workplace.

4. Duties and functions of the committee

As required by section 36 of the *Workers Compensation Act*, the duties and functions of the committee are to:

- a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the Occupational Health and Safety Regulation, and monitor the recommendations' effectiveness.
- e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor the recommendations' effectiveness.
- f) Advise the employer on programs and policies required under the Regulation for this workplace and monitor their effectiveness.
- g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- i) Participate in inspections and inquiries as provided by the Regulation.

- j) Select appropriate worker and employer representatives to participate in preliminary and full incident investigation processes (Form 52E40).
- k) Review and provide feedback on any corrective action reports resulting from incident investigations.
- l) When necessary, request information from the employer about:
 - i. Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed
 - ii. Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge
- m) Carry out any other duties and functions prescribed by the Regulation.

5. Records and reports

Under the mandate of this joint committee, the employer will make the following records and reports available to the committee upon request:

- Incident investigations reports
- Corrective action reports - Changes as a result of the investigations
- Inspection reports (monthly)
- OHS-related training records
- Company health and safety program
- Safe work policies and procedures
- Manufacturers' specifications for new and existing equipment
- First aid statistics
- Time-loss injury statistics

6. Meetings

- a) Lakeland will supply the resources required to facilitate a meeting, including a note-taker to document the minutes of the meeting.
- b) The committee will meet monthly on the first **Wednesday** of each month.
- c) Special meetings, when required, will be held at the call of the co-chairs.
- d) Meetings are to be scheduled for 30 minutes.
- e) The committee will add procedures it considers necessary for the meetings.

7. Role of the co-chairs

The co-chairs shall:

- a) Control the meetings.
- b) Ensure the maintenance of an unbiased viewpoint.
- c) Review previous meeting reports and material prior to the meetings.
- d) Notify members of meetings.
- e) Review meeting agendas.
- f) Review meeting reports.
- g) Prepare recommendation(s).
- h) Prepare all correspondence.
- i) Identify employer representatives and worker representatives to participate in incident investigations as per rule 4(j).

8. Role of the members

The members shall:

- a) Be selected in accordance with section 34 of the *Workers Compensation Act*
- b) Actively participate
- c) Come prepared and on time for meetings
- d) Maintain confidentiality

10. Agendas and meeting minutes

- a) The agenda will be set by the co-chairs.
- b) The agenda and any other required documentation will be prepared by the co-chairs and distributed to committee members before the meeting. Whenever possible, the agenda should be emailed five days in advance of the meeting.
- c) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, joint health and safety committee members, workers and WorkSafeBC.
- d) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible. In this work location the meeting minutes will be posted in the staff room.

12. Participation in investigations

- a) When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation.
- b) If a suitable committee member is not available, the co-chairs will identify another worker to participate in the investigation.

13. Participation in work refusal process

- a) When the committee is required to participate in the work refusal process, the worker co-chair will participate.
- b) If the worker co-chair is not available, the worker co-chair will identify another worker representative to participate.

14. Recommendations to the employer

- a) Recommendations to the employer must be:
 - i. Directly related to health and safety
 - ii. Doable (reasonably capable of being done)
- b) Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.
- c) Formal written recommendations will be sent to the employer via email, and the employer will respond within 21 days.

15. Decision-making model

This committee will make decisions based on consensus. If the committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a special meeting will be called to address the matter. If the issue is still unresolved, the co-chairs of the committee will report this to WorkSafeBC for assistance in investigating and resolving the matter.

Meeting agenda

Date:

Time:

Location:

Roll call:

Adoption of minutes of last meeting:

Reports

- First aid statistics / summary
- Incidents
- Inspections
- Education and training

Old business

- Review and updates on outstanding business from previous meeting(s)

New business

Adjourn

Meeting minutes

Joint Health and Safety Committee Meeting

Meeting date:		Committee members: present <i>include name + indicate worker or employer rep</i>	Last committee evaluation:	
Previous meeting:			Next committee evaluation:	
Next meeting:			Days without time-loss injury:	

	Risk assessments conducted	Site inspections conducted	OHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period					
Year-to-date					

Reports	First aid			
	Incidents	<ul style="list-style-type: none"> Incidents requiring investigation (resulting in worker injury or near misses) Optional: property damage incidents, environmental impact incidents, threats of violence 		
	Inspections	<ul style="list-style-type: none"> Equipment Facilities Work practices WorkSafeBC Health & safety association 		
	Other OHS reports	<ul style="list-style-type: none"> COR audit WorkSafeBC 		
	Training and education	<ul style="list-style-type: none"> New and young worker training Equipment and work procedures training WHMIS First aid 		
	Item #		Who	Target date
Old business	<i>Number items for ease of reference</i>	<ul style="list-style-type: none"> If item is incomplete, provide status update 		

New business				

	Injuries						
	Incidents	Near misses	First aid only	Medical aid only	Number of time-loss injuries	Days lost due to injury	Threats of violence
This period							
This period last year							
Year-to-date							

Inspection checklist and report

The following inspection checklist is provided to help guide the process of regular workplace health and safety inspections. The template is a guideline only, outlining the most common areas of focus for a workplace safety inspection.

Note that these general safety inspections do not replace the regular pre-use and scheduled inspections required for certain types of tools and equipment.

Inspection checklist

Inspection completed by: _____

Date and time: _____

Use the checklist to note the results of your inspection. For any item answered with No (N), use the **Inspection report** at the end of this checklist to document details of the problem and recommended action.

		Y	N	n/a
#	A. Facilities and equipment			
	Emergency equipment and procedures			
	Equipment present and working:			
	• Fire extinguishers			
	• Fire detection & suppression systems			
	• First aid kits			
	• Eye wash stations			
	• Emergency lighting			
	• Alarms			
	Escape routes and muster points signed			
	Emergency procedures signed			
	Emergency contact information posted			
	Emergency drill performed in last 12 months			
	Floors, walkways, and stairways			
	Well lit			
	No blind corners			
	Free of tripping hazards (e.g., clutter, damaged mats, uneven flooring, uncovered cables)			
	Dry, clean, and free of slipping hazards			
	Railings and guardrails in place and secure			
	Entrances and parking lots			
	Well lit			
	Clear of obstructions			
	Entrances are secured			
	Clear signage in parking lot (no parking, speed limits, direction of traffic, etc.)			
	Shop floors and work yards			
	Appropriate lighting for work tasks			
	Air flow and ventilation appropriate for work tasks			
	Piping for gas, compressed air, etc., clearly labelled			
	Electrical control boxes have clear access			
	Circuit breakers and starter switched clearly marked			

		Y	N	n/a
	Adequate heating and cooling			
	Safe noise levels or hearing protection provided as required			
	Pedestrian traffic separated from vehicle traffic where practical			
	Materials			
	Stacked materials are stable (interlocked, strapped, or other means of restraint)			
	Stacked materials are not near ignition sources			
	Stacked materials do not obstruct sprinkler systems			
	Containers and storage racks undamaged and appropriate for materials			
	Hazardous materials are properly labelled			
	Flammable and hazardous materials secured and stored in approved containers			
	SDS available and less than three years old			
	Tools and equipment			
	Maintenance log up to date			
	Inspection log up to date			
	Warning signage for physical hazards created by equipment and processes			
	Hazardous points of operation adequately guarded			
	Safeguards in place, in good condition, and cannot be easily removed by workers			
	Lockout procedures posted			
	Equipment positioned to avoid endangering other workers			
	Workers protected from materials ejected from tools or equipment			
	Equipment controls clearly labelled and within easy reach, but protected from inadvertent activation			
	Defective tools and equipment tagged and removed from service			
	PPE available as required for all workers			
	Ladders			
	Ladders are appropriate for the work task			
	Ladders are in good condition with no obvious signs of wear and tear			
	Mobile equipment			
	Maintenance logs up to date			
	Pre-use inspection logs up to date			
	Operators are trained			
	Vehicles			
	Maintenance logs up to date			
	Inspection logs up to date			
	Other areas of focus			
	Problems identified in previous inspection(s):			
	Priority areas as defined by the joint committee:			
#	.B. Workplace practices			
	Work practices — general			
	Workers trained for specific work tasks			
	Workers supervised for work tasks			
	Tools used for their designed purposes only			
	Personal protective equipment (PPE)			
	Workers are trained in correct PPE use			

		Y	N	n/a
	Used consistently and correctly			
	Maintained in good working order			
	Inspected and replaced on schedule			
	Ladder use			
	Workers not required to carry materials up and down ladders			
	Ladders are used only for non-routine activities completed in 15 minutes or less			
	Fall protection used when required			
	3-point contact maintained			
	Slipping and tripping avoidance			
	Handrails are used			
	Spills cleaned immediately			
	Well-fitting, non-slip footwear worn			
	Ergonomics			
	Available assistive equipment and/or mechanical aids used			
	Tasks are varied or rotated to minimize repetitive movement			
	Loads assessed before lifting or pulling			
	Loads maintained close to body			
	Lifting with legs			
	Upper body kept erect			
	Natural reaching without having to over-extend			
	Work stations and seating at proper height			
	Safe work practices for high-risk work conform to regulatory requirements and are followed for:			
	Working at elevation			
	Asbestos exposure			
	Exposure to hazardous materials			
	Working in excavations			
	Entry into confined space			
	Working near combustible dust			
	Hand falling or bucking			
	Use of explosives, or flammable or combustible materials			
	De-energization, lockout, and safeguarding			
	Exposure to violence			
	Other areas of focus			
88	Problems identified in previous inspection(s):			
89	Priority areas as defined by the joint committee:			

Inspection report

Item #	Description of hazard: <i>(specific location and/or equipment, nature of hazard)</i>
Recommended action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>	
Person responsible:	Target date:
Item #	Description of hazard: <i>(specific location and/or equipment, nature of hazard)</i>
Recommended action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>	
Person responsible:	Target date:
Item #	Description of hazard: <i>(specific location and/or equipment, nature of hazard)</i>
Recommended action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>	
Person responsible:	Target date:
Report reviewed by: (senior management)	Date:
Comments:	