

CHANGE OVERVIEW: Joint Workplace Health & Safety Committee (JWHSC) Terms of Reference (TOR)

The following overview summarizes updates to the topics regarding Joint Workplace Health and Safety Committee (JWHSC) Terms of Reference (TOR). These updates reflect the changes to the Occupational Health and Safety Act Regulation and Code under Bill 47.

Previous JWHSC TOR	New JWHSC TOR
<p>Purpose and Applicability TOR may be adopted by committees.</p>	<ul style="list-style-type: none"> ▪ New wording to include the statement that <i>each member is equal and acts in the best interest of all workers</i>. ▪ Updated to reflect TOR <i>shall</i> be adopted by committees. ▪ TOR now includes steps for when members are not fulfilling their JWHSC duties or not being supported by their leader to fulfil their duties.
<p>Meetings Monthly meetings with the ability to alter that number with agreement from all members. Minutes to be approved by the JWHSC and filed and posted within 7 days. Quorum is required for business or a JWHSC to be valid.</p>	<ul style="list-style-type: none"> ▪ Monthly meetings are still required as per collective agreements. ▪ If a meeting needs to be cancelled or rescheduled, the meeting minutes must include agreement by a representative of each bargaining unit and the employer. ▪ Meeting minutes must be posted within 14 days. ▪ Meetings can proceed without quorum for information sharing only.
<p>Worksite Inspections Requirement to participate in the inspection of the worksite at regular intervals, in accordance with the OHS Act, Regulations and Code.</p>	<ul style="list-style-type: none"> ▪ Although no longer mandatory, JWHSC participation will not be unreasonably denied. ▪ JWHSCs are responsible for reviewing worksite inspection documentation.
<p>Training Members required to attend required training about the duties and functions of the JWHSC.</p>	<ul style="list-style-type: none"> ▪ Training requirements now include all committee members. ▪ Training courses and providers are not limited to government-approved courses and instructors only. ▪ All committee members at minimum will be trained in (i) roles and responsibilities of Committee members, (ii) obligations of work site parties, and (iii) the rights of workers.
<p>Incident Investigations Participate in investigations of serious incidents and potentially serious incident at the worksite. Participate in dangerous work refusal inspections at the worksite.</p>	<ul style="list-style-type: none"> ▪ Although no longer legislated, JWHSC involvement is supported in serious, potentially serious, and dangerous work refusals. ▪ Guidance has been added for exceptions where participation is not appropriate.
<p>Incident and Investigation Data and Additional Health and Safety Reports Not defined in previous TOR.</p>	<ul style="list-style-type: none"> ▪ The JWHSC is now responsible for reviewing incident and investigation data as well as health and safety reports to assist in hazard identification and controls.
<p>Committee Composition Unionized worker members will be appointed by their respective unions.</p>	<ul style="list-style-type: none"> ▪ The employer is now legislatively obligated to select members and notify the respective union, if the union is unable to fill a vacancy within 3 months of notification.
<p>Concern Resolution Employers were to provide rationale, to JWHSCs in writing as to why concerns could not be resolved within 30 days.</p>	<ul style="list-style-type: none"> ▪ Clear language for workers who identify a concern. They must report to their leader and follow the Concern Resolution Procedure before escalating to the committee. ▪ The employer has 14 business days to respond to any written JWHSC recommendation received.

Remaining Amendments – Minimal Impact

The remaining amendments require minimal change to existing AHS processes. Any process requiring updates will be communicated accordingly, however we don't expect significant impact to affected partners.

Adapting to Legislative Revisions

The changes to legislation and the updates to the TOR can look overwhelming and too numerous to track. Here are things you can do to adapt:

1. Review the [TOR](#) and the Change Overview Bulletin with your committee(s).
2. Support and promote active participation.
3. Look for ways to assist with [Hazard Identification and Control](#).
4. Assist other committee members in understanding their roles and responsibilities.
5. Seek support from other committee members, WHSBP Advisors and the JWHSC Program Team.

Resources

1. [WHS Business Partners](#)
2. [OHS resources](#)
3. [JWHSC resources](#)
4. [TOR](#)
5. [Alberta Occupational Health and Safety](#)