



PERSONAL ATTENDANT CARE INC.
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Operational Procedure Number 4.01
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DEPARTMENT	Occupational Health and Safety
SUBJECT	Joint Health and Safety Committee
APPROVED BY (Signature)	CHIEF EXECUTIVE OFFICER <i>N. Carter</i>
APPROVED DATE	January 31, 1995 / June 15, 2009
REVIEWED BY	Joint Health and Safety Committee
REVIEW DATE	June 15, 2009

OPERATIONAL PROCEDURES

Committee Members

1. The Joint health & Safety Committee shall be comprised of equal representation of staff from all aspects of the organization as determined by Legislation and Collective Agreements.
2. There shall be two Co-Chairpersons, one selected by members who represent the employers and one who represents the workers.
3. The Joint Health and Safety Committee Chairpersons will alternate the role of Chairperson for each meeting and additional meetings as required.
4. All members of the Joint Health & Safety Committee shall be compensated for participation on the committee including education and training, in accordance with Legislation and the Collective Agreement.

Procedures

1. The committee will meet four (4) times annually with additional meetings as required.
2. The meeting location will be at the Personal Attendant Care Inc. office or as assigned.
3. Minutes of the meeting will be signed and posted. (Minutes must be an accurate reflection of discussion and action plan)

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- 4. The committee recommendations to Management will be communicated by the Human Resource Manager at monthly Management meetings.
- 5. Recommendations/correspondence from the committee is posted on the designated Health and Safety Board at the office.
- 6. The Joint Health and Safety Committee and the employer review the program annually as per the Act.
- 7. Committee members adhere to confidentiality of all information.
- 8. The Joint Health and Safety committee have established the Terms of Reference which act as a written agreement between the workplace parties that set out the operational procedure of the Joint Health and Safety Committee. This agreement is signed by both the Co-Chairs of the Joint Health and Safety Committee.

Attached Documents

Joint Health and Safety Committee Terms of Reference