

# Joint Occupational Health and Safety Committee (JOHSC)

## Terms of Reference

*The Joint Health and Safety Committee (JOHSC) herein after referred to as the “Committee” is formed as per Article 32 (a) of the Collective Agreement between the Calgary Firefighter’s Association (Association), IAFF Local 255, and the Corporation of The City of Calgary (Employer).*

### Purpose

For the welfare of all CFD members, the Employer (CFD) and the Association agree to establish and operate the JOHSC, provide advice, recommendations and advocacy for occupational health and safety practices (OH&S) for the department.

### Scope

The committee will be a forum for OH&S related matters including;

- facilitating the engagement of employees on associated roles, responsibilities, policies, procedures and legislation;
- evaluating OH&S programs and reports;
- discussing potential or unresolved OH&S concerns and issues;
- providing advice and recommendations on related matters;
- advocate for initiatives to foster a stronger occupational health and safety culture within the CFD.

*Items not listed. Will need to be discussed by the stakeholders prior to being considered.*

### Structure

- There will be four members appointed by the Employer (CFD) and four members appointed by the Association;
- Each member will serve a two-year term; Alternating two members on even years and two on odd years will be reviewed for continued service.
- The presiding of meetings will be the responsibility of a Chairperson
- The appointment of the Chairperson will alternate each year between the Employer and the Association;
- During “off years” the Employer or the Association will appoint the Co-chair (Vice Chair).

### Role of the Committee

- Establish a vetting/intake process for the committee to manage concerns;
- Accept concerns from CFD members;
- Review Health and Safety data
- Review submitted concerns
- Make recommendations

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### Role of committee members

- Attend scheduled committee meetings and training;
- Be an ambassador for OH&S in the work place by demonstrating appropriate behaviours, understand and be aware of the OH&S management system, guide members through any related policies and procedures, and act as a conduit between employees and the committee for unresolved issues or concerns;
- Ensure the reporting procedures for OH&S issues are followed; and
- Adhere to these Terms of Reference.

### Chairperson responsibilities

- Receive OH&S issues and bring forward with appropriate supporting information to the committee for due consideration;
- Ensure meeting dates are set based on a fixed schedule;
- Call additional meetings when required, with agreement from the Co-Chair;
- Set the meeting location;
- Prepare agenda and gather meeting materials;
- Ensure agenda, previous minutes in draft form, health and safety dashboard and any meeting materials are sent to all committee members at least 3 days prior to the meeting;
- Designate a note-taker for recording and distributing meeting minutes;
- Ensure individuals are assigned the responsibility of dealing with each action item;
- Circulate the completed draft minutes within seven (7) days of the meeting through email to all committee members;
- Ensure any amendments to the draft minutes are completed; the final minutes are circulated to committee members and filed for records management purposes;
- Ensure the approved minutes are posted on the Health and Safety designated location on CFNet.
- Committee recommendations will be drafted and signed by both the chair and co-chair. Once signed the recommendation will be forwarded to the appropriate CFD or Local 255 designate to action. If the recommendation is not actioned in a timely manner the chair will forward the recommendation to the Fire Chief and Association President for consideration.
- In the event of a disagreement, manage a committee vote.

### Quorum

- At least two (2) Association-appointed and two (2) Employer-appointed committee members must be present for quorum to exist; and
- During a vote, half the voting members must be appointed by the Association.

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### Frequency of Meetings

- Meet on a monthly fixed schedule, as determined by the committee.

### Ex-officio member(s)

- CFD's Manager of Compliance or a representative will attend meetings as a resource;
- Will act as subject matter expert on health and safety related issues;
- Must not be a member of the committee; and
- Will not have voting privileges.

### Meeting Guests

- Will provide expertise for an agenda item or corrective action;
- May not be a member of the committee; and
- Will not have voting privileges.
- Must be approved by the committee Chair.

### Training

- Committee members will have access to the appropriate level of training recommended by the committee, approved paid for by the employer.

### Provisions for Time to Attend Meetings

- Activities carried out by committee members outside regularly scheduled meetings are subject to approval by the member's immediate supervisor; and
- Reasonable efforts will be made to secure available dates to accommodate participation in committee work during normal business hours.

### Workplace Inspections

- Under the OHS Code, one (1) workplace inspection must be carried out. One (1) workplace inspection will be completed yearly and scheduled by the Chair.
- The Chair and Co-Chair members will carry out the inspection; HSE section will confirm that the area selected for inspection has not recently been inspected or scheduled for inspection;
- CFD workplace inspection Form (FD 1223) will be used to document inspection;
- The inspection will involve a CFD Fire Station or an Administration Building;
- Any deficiencies found during the inspection will be reported to the area supervisor.
- A copy of the inspection will be forwarded to the HSE Section for follow up.

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### Amendments to the Terms of Reference

- These Terms of Reference will be reviewed by the committee every January, or as needed; and if required recommend amendments to the Fire Chief and the Association President.
- The Association President and the Fire Chief will approve the renewal of the Terms of Reference annually.

### Approval

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Fire Chief (the Employer)  
Date:

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IAFF Local 255 (Association) President  
Date: