



<b>JOHS COMMITTEE</b>	
<b>Effective Date</b> March 5, 2007	<b>Approved by Council</b> February 2005
<b>Revision Dates:</b> June 2, 2014, February 20, 2018, December 18, 2023	

### Policy Statement

The following policy establishes an Occupational Health and Safety Committee to promote safe work environment and administer the occupational health and safety policies of the Town.

### Definitions

In this policy,

- a) 'inside worker' means a Town employee whose primary responsibilities are conducted within a normal office environment (i.e. Town Hall);
- b) 'outside worker' means a Town employee whose primary responsibilities are conducted outside the normal office environment.

### Objectives

#### 1.0) Membership

- 1.1) The Committee shall consist of 5 members selected from the following positions:
  - a) 1 employee and 1 manager selected from inside workers.
  - b) 2 employees and 1 manager selected from outside workers.
  - c) Quorum shall be defined as three or more members present, providing that two of the three are employee members and one is a manager member.
- 1.2) Management members of the Committee shall be appointed by the CAO from time to time.
- 1.3) Employee members shall be appointed by non-management employees from time to time.
- 1.4) The Committee shall annually select two co-Chairs, representing management and employees respectively. Members may serve consecutive terms as Chairperson.
- 1.5) The Committee shall annually select a Secretary. Members may serve consecutive terms as Secretary.

#### 2.0) Meetings

- 2.1) Meetings of the JOHS Committee will be held a minimum of 10 times per year. The Committee may call more frequent meetings as required.
- 2.2) Any meeting requiring cancellation, will be rescheduled within one week of the original meeting date and time.
- 2.3) Notice of meetings will be given at least two days in advance of the selected meeting date.
- 2.4) JOHS Committee meetings may be held if quorum is not met, however, no recommendations or voting can be done at such meetings.
- 2.5) Decisions will be made by majority vote; however, the Committee will aim for consensus whenever possible.

- 2.6) Conditions for calling emergency meetings include, but are not limited to, loss time events, any incident that could seriously impact the health and safety of employees.
- 2.7) Any member may request that one, or both co-Chairs call a regular or emergency meeting.
- 2.8) Agendas will be provided in advance for all regular meetings. Emergency meeting agendas may be developed at the start of the meeting.
- 2.9) Minutes for all meetings shall be kept.

### 3.0) Function

- 3.1) It is the function of the Committee to:
  - a) participate in the identification of hazards to health and safety;
  - b) implement effective systems to respond to the hazards;
  - c) audit compliance with health and safety requirements in the workplace;
  - d) investigate complaints with respect to workplace health and safety;
  - e) participate in inspections, inquiries and investigations concerning the occupational health and safety of the employees;
  - f) advise the Town on personal protective equipment (PPE) and other equipment that is best adapted to the needs of the employees;
  - g) administer the occupational health and safety policies of the town;
  - h) advise the Town regarding improvement of the health and safety of persons at the workplace, including policies and programs required by the *Occupational Health and Safety Act* or the Regulations.
  - i) maintain records and minutes of the Committee; and
  - j) perform any other duties assigned to it by the Town or the Provincial Director of Occupational Health and Safety.

### Conflicts

Where there is a conflict between these occupational health and safety policies and the Occupational Health and Safety Act or the Regulations of the Health and Safety Act, or a Code of Practice required by the Occupational Health and Safety Act, the Act, the Regulations, and the Codes shall prevail.

### Certification

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the \_18<sup>th</sup> day of December 2023.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 19<sup>th</sup> day of December 2023.

1. Seven (7) Day Notice: February 5, 2018
2. Council Approval: February 20, 2018
3. Seven (7) Day Notice: December 11, 2023
4. Council Approval: December 18, 2023

Effective date of the Policy unless otherwise specified in the text of the Policy.

*Ashley Crocker*

Ashley Crocker, Chief Administrative Officer

# E.1.1. JOHS Committee - 07.12.23

Final Audit Report

2023-12-19

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