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Joint Occupational Health & Safety Committee	1 of 2	
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Procedure

1. The Ottawa Student Transportation Authority (OSTA) will ensure it has a functioning Joint Occupational Health and Safety Committee (JOHSC) when the total number of employees reaches 20 including all casual, and part-time employees.
2. The JOHSC will have the powers, responsibilities, and functions as outlined in the Occupational Health and Safety Act. The JOHSC addresses hazards and potential hazards to employees of OSTA.
3. Membership of the JOHSC will include OSTA employee representation as follows:
 - a) One OSSTF worker member who is not in a management role; and
 - b) One member in a management role at OSTA.
4. The General Manager will appoint the management members of the JOHSC. The Union will appoint the worker member. Members are expected to serve a minimum three year term on the JOHSC.
5. The two members alternate chairing meetings of the JOHSC.
6. Meetings will be held every three months in the months of January, April, July, and October. Additional meetings may be called by the Co-Chairs when necessary.

7. To hold a JOHSC meeting that is meaningful it is expected there will be a quorum present for each meeting. A quorum will be considered to be both members present.
8. The members will ensure an agenda is prepared one week in advance of meetings and distributed to both JOHSC members, the General Manager, and posted on the Health and Safety Bulletin Board.
9. Minutes will be maintained that include a record of attendance at each meeting, items discussed, and recommendations being made to the employer. A copy of the most recent minutes will be posted on the Health and Safety Bulletin Board with the last five years kept in OSTA files.
10. The JOHSC will include written recommendations in the minutes that are presented to the General Manager. Acting on behalf of the employer, the General Manager will respond to each recommendation in writing within 21 days of receiving them. The response will include a schedule for completion of the recommendation or the reasons that a recommendation was not accepted.
11. In accordance with the Occupational Health and Safety Act the worker member will conduct monthly workplace inspections, respond to work refusals, potential dangerous circumstances, attend the start of safety testing, and accompany Ministry of Labour Inspectors on site visits. The management member is expected to work with the worker member and participate in these activities as well.