



Joint Occupational Health and Safety Committee Terms of Reference

1. Mandate

Vj g JqkvOewr avkpanHganj apf Uahgy Cqo o kvgg y kno qpkqt vj g Wpkgtuky' u eqo r rkapeg y kj vj g

If a vacancy in the Office of the Co-Chair occurs, the Committee will elect an interim Co-Chair.

5.3 Schedule of Meetings

The Committee will meet monthly, between September and June, and at such other times as the Chairperson may consider necessary. As much notice as is practical will be provided in the event that additional meetings are required.

Meetings may be re-scheduled as agreed to by the members.

5.4 Agenda

The HR Officer (OH&S and Wellness) shall prepare and distribute the agenda for regular meetings on behalf of the Co-Chairs. Every effort will be made to distribute the agenda 3 working days prior to any scheduled meetings.

Any member may place items on the agenda for discussion at a Committee meeting by notifying the HR Officer (OHS & Wellness) prior to the date of finalizing the agenda.

The Joint Occupational Health and Safety Committee (JOHSC) can amend the agenda at the meeting, if necessary to address last minute issues.

5.5 Attendance at Meetings

member on all sub-committees. The HR Officer (OHS & Wellness) and the Senior Director, Facilities Management or designate will provide leadership and direction, as required and ensure that open channels of communication are maintained between the sub-committees and the Joint Occupational Health and Safety Committee.

Each sub-committee will establish basic terms of reference and rules of procedure.

The Sub-committees will meet monthly, between September and June, and at such other times as the Chairperson may consider necessary. As much notice as is practical will be provided in the event that additional meetings are required. Meetings may be re-scheduled as agreed to by the members.

Each Sub-committee will ensure that minutes are kept. A copy of the minutes will be forwarded to the

