



<b>Policy Name:</b>	<b>JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</b>		
<b>Policy #:</b>	AD 5.8.3	<b>Last Updated:</b>	2021-10-21
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

## **RELATED POLICIES**

AD 5.8.1 Occupational Health and Safety - Governance

### **1. PURPOSE**

1.1. The purpose of the Joint Occupational Health and Safety (JOHS) Committee is to:

- i. assist in creating a safer and healthier workplace;
- ii. identify and make recommendations for resolving health and safety related workplace issues;
- iii. recommend actions which will improve the effectiveness of the occupational health and safety program;
- iv. promote and ensure compliance with the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*;
- v. help to reduce the frequency and severity of work-related accidents and injuries;
- vi. ensure accident investigations are carried out as required; and
- vii. promote a general awareness of Safety through safety educational programs and sharing information widely with SPS staff.

### **2. SCOPE**

2.1. This policy applies to all SPS Employees.

### **3. POLICY**

3.1. The JOHS Committee is a requirement under Part 3 of the *Workers Compensation Act*. Recommendations from the Committee will be made in writing via the Co-Chairs(s) to the Inspector, ESS or the Executive Leadership Team (ELT).

3.2. SPS will establish a JOHS Committee comprised of representation from the SPS Executive Leadership Team (ELT), the Surrey Police Union (SPU), and the Canadian Union of Public Employees (CUPE), Local 402.

3.3. The JOHS Committee must have a minimum of four (4) persons.

3.4. The JOHS Committee will, at minimum, consist of:

- i. SPS Members from the rank of Staff Sergeant or below;
- ii. SPS Management consisting of a person from the rank of Inspector or above;
- iii. An Employee representing CUPE, Local 402; and
- iv. SPS Exempt Civilian representation.

3.5. Each representative of the JOHS Committee will have one alternate, who will be named by the applicable union and the ELT.

3.6. A quorum and the decision-making process of the JOHS Committee relative to appropriate issues will be defined in the Committee's Terms of Reference.

3.7. The JOHS Committee will be comprised of two co-chairpersons, one selected by the ELT and one by the represented groups.

3.8. The Employer will provide clerical support.

3.9. The JOHS Committee members will participate in requisite mandatory training.

#### **4. PROCEDURE**

4.1. The JOHS Committee Secretary will:

- i. record the proceedings of the JOHS Committee in a form acceptable to WorkSafe BC;
- ii. forward the minutes promptly to the employer, who will make copies available for CUPE, Local 402, SPS Supervisors and Constables, JOHS Committee members and all bulletin boards; and
- iii. will provide sufficient copies of the correspondence to the JOHS Committee members at each meeting..

4.2. The JOHS Committee will:

- i. inspect all work areas on a regular basis, and a complete inspection of the Headquarters and SPS buildings annually;

- ii. appoint one Supervisor, one worker representative and one ELT member to participate in such inspections, who will report to the Committee the findings of the inspections;
- iii. hold monthly meetings to deal with the JOHS issues identified in the workplace;
- iv. notify Employees and Supervisors of any deficiency or unsafe condition which may lead to an accident or incident;
- v. ensure that all Employees are trained in the proper use of equipment and work procedures;
- vi. ensure that all conditions which result in time loss or potential time loss are investigated and formal recommendations made. These investigations shall be conducted in accordance with the *Occupational Health and Safety Regulation*, and applicable WorkSafe BC law. ;
- vii. report and recommend action directly to the appropriate Supervisor on all matters requiring the expenditure of SPS funds;
- viii. refer matters not resolved at the Manager or Inspector level to the Chief Constable;
- ix. refer matters not resolved at the Chief Constable's level to the Surrey Police Board;
- x. make formal written recommendations to ELT regarding practices surrounding the rules and regulations of the Board and the WorkSafe BC legislation relative to safety; and
- xi. develop as necessary additional rules or regulations to supplement WorkSafe BC regulations to improve working conditions related to Occupational Health and Safety.

## **APPENDIX A: DEFINITIONS**

“Executive Leadership Team” or “ELT” means Deputy Chief Constable and Chief Constable.

“Employee” means any employee of SPS (including Members and civilian staff).

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a supervisory capacity who is accountable for a particular area or shift on behalf of the SPS.

“Workplace” includes, but is not limited to, any property permanently or temporarily under the jurisdiction of SPS, including land, building, job sites, facilities, parking lots, equipment, vehicles, whether owned, leased or used by SPS and wherever located.

**APPENDIX B: REFERENCES**

*Workers Compensation Act*, R.S.B.C. 2019, c. 1

*Workers Compensation Act: Occupational Health and Safety Regulation*, B.C. Reg 296/97