

JOHSC Monthly Checklist	
Do you have a date set for next Meeting?	
Last Months Minutes Submitted To Tacan?	YES - NO
Last Three Months Of Minutes Posted In Staff Room?	YES - NO
Do you have an emergency drill planned for this month/Did you have an emergency drill planned for this month?	YES - NO
Did you meet investigation timelines? (If Applicable).	YES - NO

JOHSC Yearly Checklist	
Site Inspection 1 Completion Date:	
Did You Fill Out AND Submit Work Requests Found During Inspection 1?	YES - NO
Site Inspection Completed When In Use By Students And/Or Workers?	YES - NO
Site Inspection 2 Completion Date:	
Did You Fill Out AND Submit Work Requests Found During Inspection 2?	YES - NO
Site Inspection Completed When In Use By Students And/Or Workers?	YES - NO
JOHSC Evaluation Completed For Review At June Meeting	YES - NO

Important Information for JOHSC

- Schools with 20 or more workers must have a Joint Occupational Health & Safety Committee (JOHSC).
- JOHSC must have 4 members, 50% must be workers with two co-chairs, one worker, one employer.
- Schools with more than 9 but fewer than 20 workers must have a health and safety representative to meet the occupational health and safety program. That representative must be a worker to handle any health and safety concerns, investigations, issues. They may need to have informal meetings with the employer on issues.
- Schools with less than 9 must still have a representation, but it is informal and cannot be the employer. It is possible that this representative can be from another work site with a larger staff to handle remotely.
- Meetings are held monthly, minutes recorded and sent to Tacan, posted in staff room.
- Most recent three months minutes are to be posted at all times.
- Incidents are to be reported with a preliminary investigation within 48 hours to ensure no other people can be injured. Final full investigation with 30 days.
- Investigations must include a worker representative from CUPE or VINTA, and the employer. If required the worker representative must be familiar with the work; for example a shop teacher would be needed to investigate an incident in another shop, a chemistry teacher for a chem lab incident.
- Committees may write letters of recommendation to the employer who must respond within 21 days.
- Committee members are to receive 8 hours training each year,
- Site inspections to be completed at least twice, one fall, one spring and during use of the facility to observe the facility and work methods and practices (OHS Regulation 3.5).
- Do not assume anything found during an inspection will be addressed from the minutes, you must fill in a maintenance request for each item and submit it to Tacan in order for it to be actioned. It is suggested that you fill in the requests as you find deficiencies during the inspection.