

CONTENTS

ABOUT THE AUTHOR	iii
ACKNOWLEDGEMENTS	v
PREFACE	vii
INTRODUCTION	xiii
PART A: Determining JHSC Training Needs	1
A.1 How to Use this Guide	1
A.2 What Is the Main Goal of JHSCs in the Workplace?	2
A.3 OHS Legal Compliance — Rights and Duties of JHSCs and Members	3
A.4 Workplace Specific Training and/or Knowledge Re- quirements	4
A.5 Ways and Means of Providing Training	6
A.6 Evaluation: Did the Safety Training Meet Its Goals?	9
PART B: Training for Effectiveness	11
B.1 What Makes for an Effective JHSC?	11
B.2 What the Research Shows	11
PART C: JHSC Tools and Guidelines	15
C.1 Senior Management Commitment to the JHS Committee	15
C.1.1 Employee Perception Survey	15
C.1.2 Senior Management Support	16
C.1.3 Employer Responsibilities to JHS Committee	17
C.1.4 JHS Committee Policy	22

Contents

C.2 Workers' Commitment to Safety	23
C.2.1 Involving Everyone in the Safety Program	23
C.2.2 Measures of Worker Commitment	25
C.2.3 Involving Workers — a Case Study	26
C.2.4 Encouraging Workers To Volunteer for the JHS Committee	29
C.2.5 Ways of Encouraging Worker Participation in OHS	30
C.3 Workers', Managers' Involvement in Safety Program	31
C.3.1 Organizational Support	31
C.4 Structure of the Committee	32
C.4.1 Establishing the Purpose and Overall Objectives of the Committee	32
C.4.2 Developing Effective Terms of Reference	33
C.4.3 Duties of Chairpersons	38
C.5 Committee Goals and Objectives	39
C.5.1 Process for Establishing Goals and Objectives	39
C.5.2 A Committee Charter	41
C.5.3 Performance Measures	43
C.6 Committee Meetings and Functioning	45
C.6.1 Understanding and Identifying Relevant OHS Legislation	45
C.6.2 Committee Minutes Sample	49
C.6.3 Establishing Committee Functions	50
C.6.4 Measures of OHS Performance	51
C.6.5 Measuring Committee Performance	53
C.6.5.1 Measuring Committee Performance: a Checklist	54
C.6.5.2 Evaluating Committee Effectiveness	56
C.6.6 Problem-Solving	58

Contents

C.6.7 Conducting Effective Meetings	62
C.6.8 Making Effective Recommendations	63
C.6.8.1 Setting Target Dates	66
C.6.9 Tips for Effective Committee Functioning	67
C.7 Committee Accountability	68
C.7.1 Preparing an Annual Report	68
C.8 Committee’s Role in Safety Program	71
C.8.1 Integration with Workplace’s IRS	71
C.8.2 Committee Role Key to Visibility	72
C.8.3 JHS Committee Integration into OHS System	73
C.9 Workers’ Perceptions About the JHS Committee	75
C.9.1 What Some Workers Think About Their JHSC	75
C.10 Communications with the Workforce	78
C.10.1 An “Open-Door” Approach	78
C.10.2 Ways of Communicating with Workers	79
C.11 Scope of Committee Role and Functions	80
C.11.1 Local JHS Committees Combining Forces	80
C.11.2 JHS Committee Helps Liven Up Plant Safety Meetings	81
C.12 Training	82
C.12.1 Assessing Committee Members’ Training Needs	82
C.12.2 What a Committee Member Should Know	84
C.12.3 “Certification” of Committee Members	85
C.13 Resources Available to the JHS Committee	86
C.14 Committee Group Cohesiveness	87

Contents

C.14.1 Using Experiential Exercises To Encourage Group Cohesiveness	87
C.14.2 Team Building	89
Appendix 1: Legal Training Requirements of Joint Health and Safety Committees	91
Appendix 2: Assessing Your Committee's Current Effective- ness Status	101
Appendix 3: Joint Health and Safety Committee's Duties, Functions and Rights	115
Appendix 4: Case Study Exercise	127
Appendix 5: Research References	133
INDEX	135