

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 6.05
Section:	Health and Safety	Issued:	Jan 1, 2009
Subject:	JOINT HEALTH and SAFETY COMMITTEE	Effective:	Jan 1, 2009
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Issued by:	Martin Moore	Dated:	

1 POLICY

- 1.01 **John Watson Ltd.** shall establish and maintain a Joint Health and Safety Committee (JHSC) in British Columbia and Ontario Offices, and <Alberta> **Joint Work Site Health and Safety Committee (JWSHSC)**. The membership of the Committee shall be comprised equally of at least two (2) employee representatives and two (2) representatives of management. The Committee shall conduct its meetings, business and proceedings in compliance with the Workers Compensation Act and Regulations.
- 1.02 **John Watson Ltd.** fully supports the work of the JHSC in making **John Watson Ltd.** a healthier and safer place to work and will endeavour to co-operate with the JHSC/ **JWSHSC** whenever possible.
- 1.03 All managers, supervisors and employees are expected to extend their full cooperation and support to the Committee and its individual members.

2 PURPOSE

- 2.01 The purpose of this policy is to ensure practices and procedures within **John Watson Ltd.** that support a healthy and safe workplace by assisting the work of the JHSC/ **JWSHSC**.

3 SCOPE

- 3.01 This policy applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for responding to employees' queries and/or complaints regarding safety matters and for providing information and assistance requested by the JHSC/ **JWSHSC**.
- 4.02 Employees are responsible for reporting any health and safety concerns to their immediate supervisors. Failing resolution of a concern at this point, employees should consult with a member from the JHSC. Employees must also co-operate with the JHSC/ **JWSHSC** and provide any information or assistance requested by the JHSC/ **JWSHSC**.

5 DEFINITIONS

None.

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6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 British Columbia *Workers Compensation Act* and Regulations (WCA)
Occupational Health and Safety Act and Occupational Health and Safety Code (Alberta)
Ontario Occupational Health and Safety Act and Regulations
Workplace Safety and Insurance Act (Ontario)
 SPP F6.01 — Health and Safety Principles
 SPP F6.02 — Accident and Injury Reporting
 SPP F6.03 — Accident Investigation

7 PROCEDURE

- 7.01 **John Watson Ltd.** will select two (2) members to represent management interests on the JHSC, one with experience with office operations and one with plant experience. Management nominees must have at least three (3) year of service with **John Watson Ltd.** in order to serve on the Committee. **John Watson Ltd.** will endeavour to fill its representatives' vacancies prior to the next JHSC meeting.
- 7.02 Employee representatives shall be selected by employees, or by the Union for Union representation, from employees who do not exercise managerial or supervisory functions. If employees do not make their own selections after being given the opportunity to do so, **John Watson Ltd.** shall seek out and assign persons to act as employee representatives.
- 7.03 Upon request, **John Watson Ltd.** shall provide each member of the Committee with paid educational leave of up to eight (8) hours each year for the purpose of attending occupational health and safety training courses conducted by or with the approval of the Workers Compensation Board. A member of the Committee may designate another member as being entitled to take all or part of the member's educational leave. Training costs, course fees and reasonable costs of attending approved courses shall be paid by **John Watson Ltd.**
- 7.04 JHSC members are considered "on duty" when engaged in JHSC business and shall be paid regular wages while so engaged. Committee members are entitled to at least **one (1) hour** of preparation time prior to each meeting. Supervisors are required to use the appropriate JHSC reason codes when recording JHSC-related absences.
- 7.05 **John Watson Ltd.** shall provide appropriate meeting space, equipment and clerical staff

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for JHSC business to be conducted. It is the Committee's responsibility to ensure that such space and equipment is properly reserved in advance to ensure against scheduling conflicts.

- 7.06 **John Watson Ltd.** shall provide a JHSC bulletin board outside the lunchroom. The Committee is responsible for authorizing material to be posted on the bulletin board.
- 7.07 **John Watson Ltd.** shall respect the privacy of employees who exercise their rights under the *Workers Compensation Act* and Regulations. It shall keep all relevant medical information confidential, except where required by law to disclose such information.
- 7.08 Employees are encouraged to discuss any health and safety concerns with their immediate supervisor. Should further assistance then be necessary, employees are encouraged to utilize the JHSC to help resolve health and safety concerns. Employees will not be subject to discipline or reprisals for exercising such rights.
- 7.09 Managers, supervisors and employees are expected to co-operate fully with the JHSC, and to provide requested information and assistance as soon as is practicable. **John Watson Ltd.** reserves the right to implement disciplinary action to ensure such co-operation.
- 7.10 **John Watson Ltd.** shall endeavour to keep the JHSC informed, and to consult with the Committee, whenever possible, regarding any new equipment, processes, procedures, materials or substances which will be introduced onto the premises.
- 7.11 The JHSC shall report to senior management at least once every quarter.

8 APPENDICES

None