

Health & Safety Standards



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Title:
Joint Health and Safety Committees and Safety Meetings

1.0 INTRODUCTION

Joint Health and Safety Committees (JHSC) are regulated by the Occupational Health and Safety Act (OHS Act). Every employer with twenty or more employees regularly employed at a place of employment shall ensure the establishment of a JHSC.

JHSCs are an important link between workers and management and can help create and maintain a positive health and safety culture at their workplaces.

Although Safety Meetings are not regulated, it is an NB Power requirement to ensure that all work groups participate in regular safety meetings to discuss and be current on important health and safety information.

2.0 SCOPE

NB Power is comprised of Corporate (Head Office and Advanced Reactor Development (ARD)), generating stations (Hydro, Coleson Cove, Belledune, Bayside, Pt. Lepreau), Customer Service & Distribution (East and West) and Transmission. All are required to have their own JHSC. The company also executes capital projects that may require their own JHSC see section 6.2.

All employees are to attend a regular safety meeting.

3.0 REFERENCES

OHS Act	Section 14 – Joint Health and Safety Committees
HSEE-03-14	Right To Refuse Unsafe Work
JHSC and Safety Meeting Minutes App	JHSC and Safety Meeting electronic form, found on the Hard Hat Site
HSEE-03-03	Incident Reporting, Notification and Investigation
Safety Recognition Program	Awards (sharepoint.com)
Form 0257	Form 0257 Safety Recognition Award.docx
Addressing a safety concern	Process

4.0 TERMS AND DEFINITIONS

Equal Representation	Same amount of representatives sitting on the committee from employees and employers
Employer Representative	Anyone who has employees working for them (ie, lead, foreman, supervisor, manager, director)
Project Site	Any building, structure, premise, water or land where construction is carried out. A medium project site is where work continues longer than ninety days and has more than thirty but less than five hundred employees working on the site. A large project site has five hundred or more employees working on the site at any time.

5.0 ROLES AND RESPONSIBILITIES

5.1 JHSC members:

- Co-chairs must chair the meetings
- Equal employee and employer representation is required at the JHSC meetings.
- Ensure monthly building inspections are completed and documented for record keeping.
- May participate in incident investigations.
- Participate in the Right to Refuse Unsafe Work process.
- Promote health and safety programs and initiatives.
- Attend JHSC training

5.2 Employer

- Ensure the JHSC are meeting the intent of the legislation.
- Participate in regular safety meetings.
- Ensure employees participate in safety meetings and JHSC meetings
- Audit safety meetings for effectiveness

5.3 Employee

- Participate in safety meetings
- Selected employees to participate in JHSC meetings

5.4 Total Health and Safety

On-going requirements to maintain in-house training:

- Collect workshop evaluations and provide to WorkSafeNB upon request
 - Notify WorkSafeNB of any contact information changes or if NBP is no longer providing JHSC training
 - Submit quarterly reports to WorkSafeNB including:
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- Date of workshop
- Number of participants
- Training type
- Language of workshop
- Company name of the participant

6.0 **STANDARD**

The JHSC is an advisory committee of employees and employers who work together toward a common goal: to establish and maintain healthy and safe workplaces. Its members are dedicated to strengthening the health and safety culture to prevent workplace injuries and occupational illness. Through regular monthly meetings, the JHSC seeks ways to improve health and safety awareness and provides guidance and recommendations on health and safety issues arising in the workplace.

6.1 **JHSC - Legislation states:**

- Consists of equal representation from both the employer and the employees
- Has an employee co-chair and an employer co-chair
- Meets at least once a month
- Records and maintains minutes (NB Power App)
- Ensures names of members and the most recent minutes are posted in a prominent place
- Ensures building inspections are completed once a month
- Must establish a Terms of Reference

Note: It was approved by WorkSafeNB that Customer Service could develop their JHSC's with an employee and employer representative from each district office instead of a JHSC for each district office because the numbers are so low. In Transmission it was approved that because the employees work across the province and not in one location, one JHSC would be acceptable as long as each department was represented.

6.2 **JHSC for Project Site**

The same rules in 6.1 apply until work on the project is completed, regardless of the number of employees working on the site. For additional information on medium or large projects refer to the *OHS Act section 14.1 JHSC for Project Site*.

6.3 **Terms of Reference (TOR)**

Know who you are, your purpose, what you want to achieve, and set a plan to get there. The TOR is an integral document that guides every JHSC. It answers basic questions about the purpose and objectives. It also details its operations – when, where and how often it will meet, how many members it will have and what their roles are. This helps ensure the group runs efficiently and meets its overall goals.

Some items in your TOR:

- What do we need to do to meet legislative requirements?
 - What are our goals?
 - How will we accomplish these goals?
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- How long are members on the committee?
- Who or what departments will be represented on the committee?

Your TOR should be simple and easy to understand. Avoid using names and dates in your document and update as necessary. Every JHSC member should be familiar with the TOR, and the document should be reviewed annually.

The TOR's will be filed on the Hard Hat site.

6.4 Workplace Inspections

A workplace inspection program's main thrust must be to identify situations that could cause accidents and/or illness. It must be a thorough and critical examination of the workplace combined with checking or testing the results of the inspection, against established safety standards for the purpose of detecting substandard acts and substandard conditions. It is a necessary and essential part of a health and safety management system to:

- identify and record potential and actual hazards associated with buildings, equipment, environment, processes and practices;
- identify any hazards which require immediate attention, whether they are substandard conditions or substandard acts;
- ensure that existing hazard controls are functioning adequately; and
- where needed, recommend corrective action.

6.5 Right to Refuse Unsafe Work

The right to refuse unsafe work is a legislative requirement and is typically used when the first two rights (The Right to Participate and The Right to be Informed) have failed to ensure an employee's health and safety. Exercising this right is significant and should not be done lightly or as a routine method of solving workplace issues. However, employees should not be afraid to exercise their right to refuse unsafe work when they believe the work will endanger their health or safety, or that of others.

The JHSC is the second step in the Right to Refuse Unsafe Work. Follow the HSEE-03-04 H&S Standard for the step by step process.

6.6 Safety Meetings

Safety meetings are designed to promote safety and occupational health awareness to all staff and to promote public safety.

- a) Management staff of work units directly involved in operation, maintenance, or construction are responsible for conducting local Safety Meetings with their staff on a monthly basis. In the case of shift operations these meetings can be held once per shift cycle.
 - b) Management staff of all other work units not identified above shall hold Safety Meetings with their staff to discuss health and safety issues (i.e., air quality, ergonomics), on a minimum of a quarterly basis.
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An “App” to record Safety Meeting Minutes has been developed to assist in the flow of the meeting, monitor attendance and cover the required monthly topics found on the Hard Hat site.

Important safety information, new or revised standards, bulletins, etc., will be posted monthly on the Hard Hat Sharepoint Site for easy access.

6.7 Escalation Process – Process for Addressing a Safety Concern

The Occupational H&S legislation along with NB Power’s Safety Management System is based on the Internal Responsibility System (IRS). The IRS simply means everyone has a role and responsibility to ensure a safe workplace.

An escalation process has been developed to help employees address a safety concern and the escalation process should it be needed.

Although similar, please do not confuse this process with the Right to Refuse Unsafe Work process. (HSEE-03-14)

The process is outlined in Appendix A.

6.8 JHSC Training

- All members and alternates of the JHSC shall attend training within twelve months after being designated to the JHSC.
- WorkSafeNB has approved NB Power’s application to deliver in-house training. NB Power will only be accepting our in-house training. This training will consist of three courses:
 1. Competency in Safety – a Supervisor’s Due Diligence
 2. Hazard Assessment, Mitigation and Control
 3. Incident Investigation

6.9 Safety Recognition Award Program

The rationale for instituting this safety recognition program is threefold. The specifics are:

- To positively enhance the safety culture within NB Power
- To recognize significant contributions to the safety of NB Power’s worksites or to members of the public by an individual or group.
- To encourage local Joint Health & Safety Committee (JHSC) ownership in each area’s safety program

6.10 Records

Retention of JHSC / Safety Meeting Minutes is three years, located on the hard hat site.

APPENDIX

Appendix A – Process for Addressing a Safety Concern

REVISION AND APPROVAL RECORD

Revision #	Date yyyy/mm/dd	Revision Summary	Author	Reviewed By	Approved By
NEW	2019/02/06	New Standard	N. Allen	M. Mallery S. Parker	R. Condon
01	2021-07-12	Added sections 6.3, 6.4, 6.5, and 6.6 Revised sections 5.0, 6.7 and 6.8	N. Allen	THS Standard review team	R. Condon
02	2022-11-17	JHSC training – WorkSafeNB approval of in-house training	N. Allen	S.Pond H. Georgiadis	R.Roy
03	2023-09-27	Added new JHSC – Advanced Reactor Development. And 6.8 – in-house training will only be accepted moving forward	N. Legere	H. Georgiadis	R. Roy
04	2024-05-22	Added Appendix A – Process on How to Address a Safety Concern	N. Legere	H. Georgiadis	R. Roy



Director of Total
Health & Safety

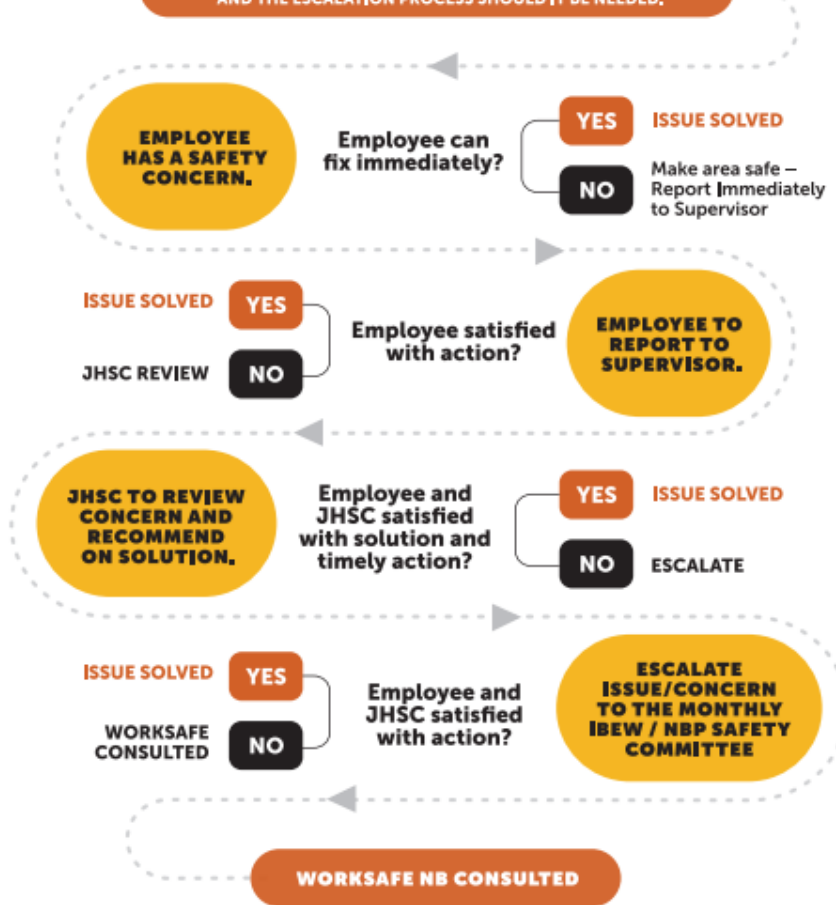
Appendix A – Process for Addressing a Safety Concern

Although similar, please do not confuse this process with the Right to Refuse process (HSEE-03-14 Right to Refuse Unsafe work).

PROCESS FOR ADDRESSING A SAFETY CONCERN

The Occupational Health & Safety legislation along with NB Power's safety management system is based on the **internal responsibility system (IRS)**. The IRS simply means everyone has a role and responsibility to ensure a safe workplace.

THE FOLLOWING OUTLINES HOW TO ADDRESS A SAFETY CONCERN AND THE ESCALATION PROCESS SHOULD IT BE NEEDED.



Legislation has WorkSafeNB involved following the JHSC step. However, NB Power has added two additional means to resolve issues internally. First, the monthly IBEW/NBP Mgt Safety committee, where if needed issues can be escalated to the IBEW/NBP Executive Quarterly Health, Safety & Labor Relations committee for resolution.