

1.

The Committee shall be known as the Salmon Arm and Revelstoke Joint Health and Safety Committee (the committee).

- a) A minimum of 4 members;
- b)



- b) The committee will meet monthly on a mutually agreed upon time, depending on committee member's availability.
- c) Special meetings, when required, will be held at the call of the co-chairs.
- d) A quorum shall consist of a majority of members (as defined in 2(f)). If quorum is not met, the co-chairs will call a special meeting.
- e) The committee co-chairs are responsible for securing meeting rooms, coordinating with administrative staff, and any other logistical issues that may impact the meeting.
- f) Meeting are to be scheduled for 60 minutes.
- g) The committee will add procedures it considers necessary for the meetings.

#### 7. Role of the co-chairs

- a) Control the meetings.
- b) Ensure the maintenance of an unbiased viewpoint.
- c) Review previous meeting reports and material prior to the meetings.
- d)

- c) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, joint health and safety committee members, workers, union representatives, and WorkSafeBC.
- d) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible. In this work location the meeting minutes will be posted on the board located in the staff room.

#### 11. Terms of office

- a) Committee members' appointments will not have a specific term.
- b) Membership will be reviewed every three years. If there is a drastic change in membership, a special meeting will be held at the call of the co-chairs.
- c) If a member of the committee chosen by the workers is unable to complete the term of office, the Worker Representative is to be selected according to the procedures established or agreed on by the bargaining unit, including their local bylaws and collective agreements if applicable. For workers not represented by a union, the Worker Representative is to be elected by secret ballot, subject to a vote if applicable.
- d) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.

#### 12. Participation in investigations

- a) When an investigation is required, the committee co-

## 16. Education and training