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## DOC REVIEW: THE ROLE OF THE JHSC

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# Doc Review

The Role of the JHSC

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**I FIND YOUR LACK OF DOCUMENTATION**

**DISTURBING**

quickmeme.com

**WE**

**NEED**

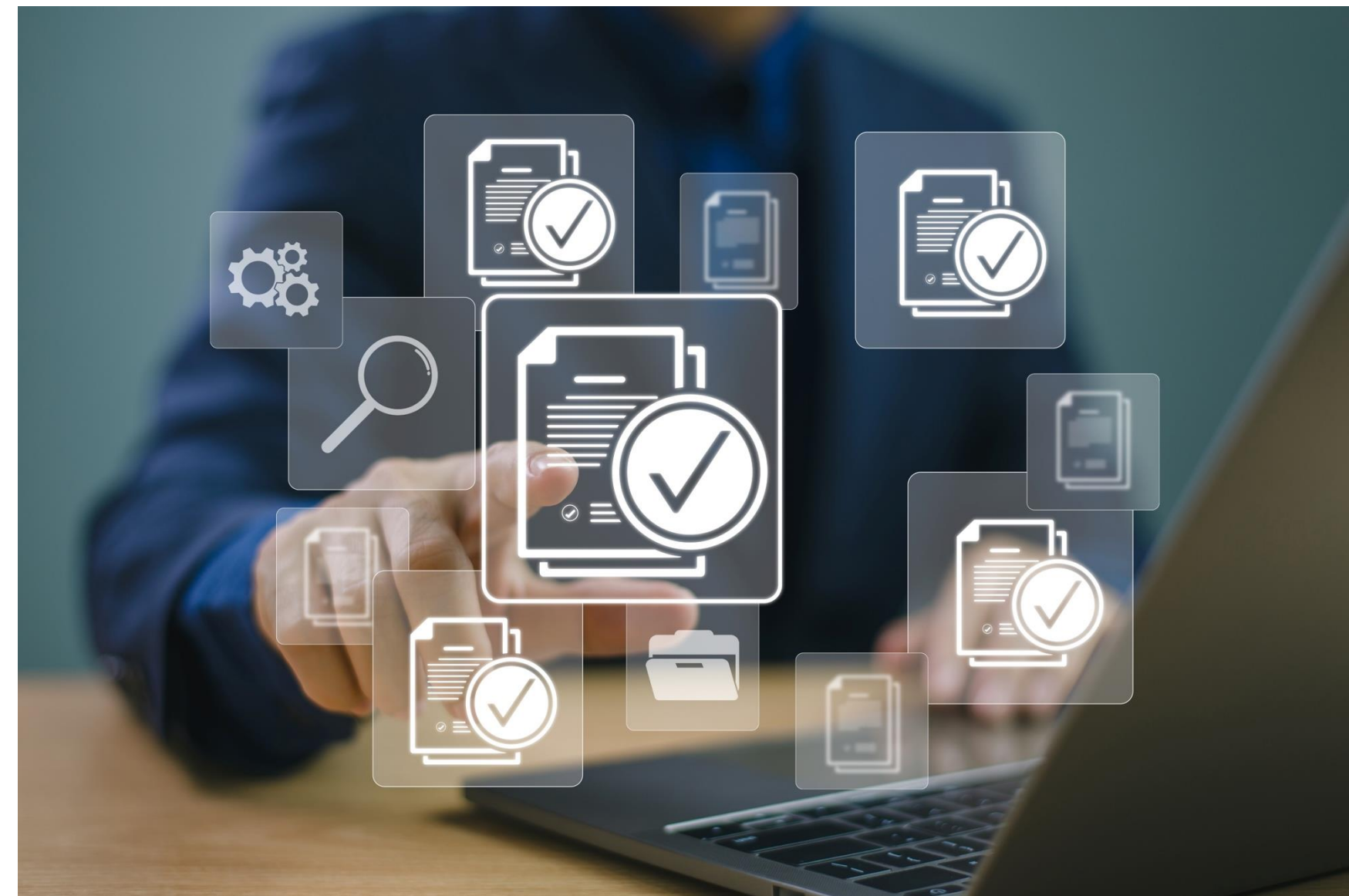
**UPDATED**

**DOCUMENTATION**



# Why regularly review documents?

- Workplaces are changing
- Safety legislation is changing
- Address emerging risks and new technologies
- Awareness of the risks and what's been implemented
- Worker participation to shape programs



# Why involve your JHSC?



# Why involve your JHSC?



1. Worker participation representing the workplace
2. Awareness of current OHS issues and workplace conditions
3. It's their legal duty to be involved

# We review our docs through the lenses of...



IS THIS COMPLIANT?

HOW EFFECTIVE IS IT?





# The Lens of Compliance

- WHICH standard(s) or regulatory requirement(s) are we checking against?
- WHICH company policies are we checking against?
- WHO at my workplace would be familiar with these requirements?



# JHSCs role

One of the JHSC's duties as per WCA Part 2 Section 36 is:

*“to advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness”*

They are meant to be familiar with the regulatory requirements that apply to their workplace

**But what if they're not familiar? → EQUIP THEM**



# Equipping your JHSC

- Reference which standards & regulations are applicable
- Provide them with access to the standards & regulations
- Consult with your internal OHS practitioner(s)
- Consult with your external OHS advisor
- Consult with your regulator



# The Lens of Effectiveness



This program/ policy/  
procedure...

...how effective is it in  
preventing worker  
injury/illness?

# More specifically...

- Are the objectives adequate?
- How well does this program/ policy/ procedure achieve our objectives?
- How effective are the processes?
- Have these control measures been fully implemented? If not, why not?
- How effective are the control measures?



# Possible pitfalls

## Too subjective

- Don't only rely on personal opinion
- Analyze available data and indicators

## Asking the wrong questions

- Team approach to conducting reviews
- Prepare review checklists/reports

## Disregard impact on others

- On level of effectiveness
- On document user-friendliness

# A healthy mindset going into doc reviews

- ‘Human error is normal’ – our documents are not perfect, never expect 100% compliance or 100% effectiveness
- ‘Blame fixes nothing’ – we are not seeking to place blame for deficiencies in the documentation
- ‘Context drives behaviour’ – understand the context of work to identify weaknesses in our documentation (**JHSC** ✓)
- ‘Learning is vital’ – deficiencies found are opportunities to learn
- ‘How you respond to failure matters’ – focusing recommendations to learn without fear of retribution



# Equipping your JHSC



1. Have access to data
2. Can consult with other staff
3. Have access to records
4. Have a way to report results from the review



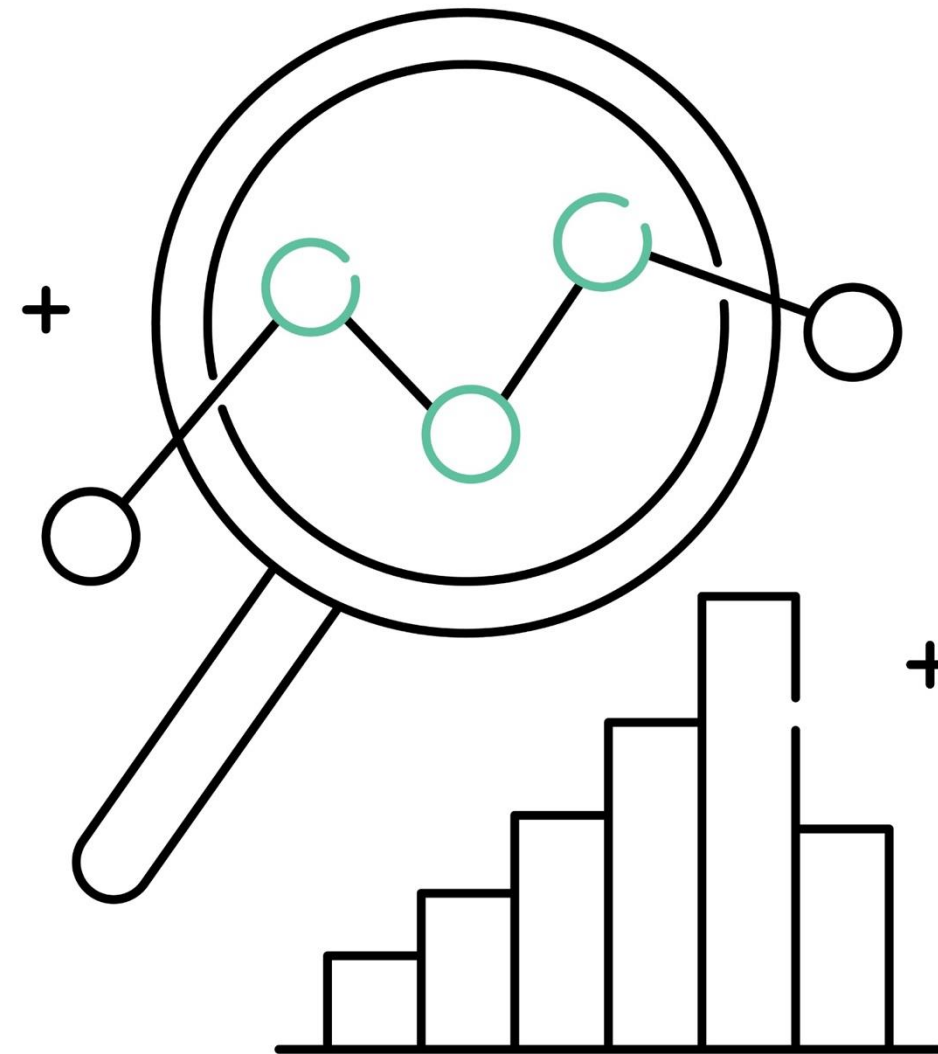
# Data to review

Key Performance Indicators

Injury/illness statistics

Completion rate of training

Claims costs



Completion rate of inspections

Completion rate of corrective actions

Property damage costs

Training feedback

# Consult with other staff

*What feedback do you have about this procedure?*

*In your department, how well has this been implemented?*

ASK

*Any issues you found with this program?*

*What suggestions do you have to improve this form?*



# Records to review



# Reporting the results of the review

## REVIEW REPORT

17. Are all employees aware of their specific responsibilities within the program?			
18. Has specific training (first aid, spill control, etc.) been completed?			
19. Is re-training done when necessary?			
20. Has competency been tested?			
21. Are training records available for review?			
22. For this review, is there any feedback from workers at-risk to consider?			
23. Has the joint health and safety committee been consulted as part of this review?			
24. Did this review take place within 12 months of the last one?			

### ACTION PLAN

*Recommended corrective actions must indicate who can be assigned to take action and what the expected completion date would be.*

*Reference here any changed/new regulations or standards.*

#### RECOMMENDED CORRECTIVE ACTION

*List what actions are required to update this program.*

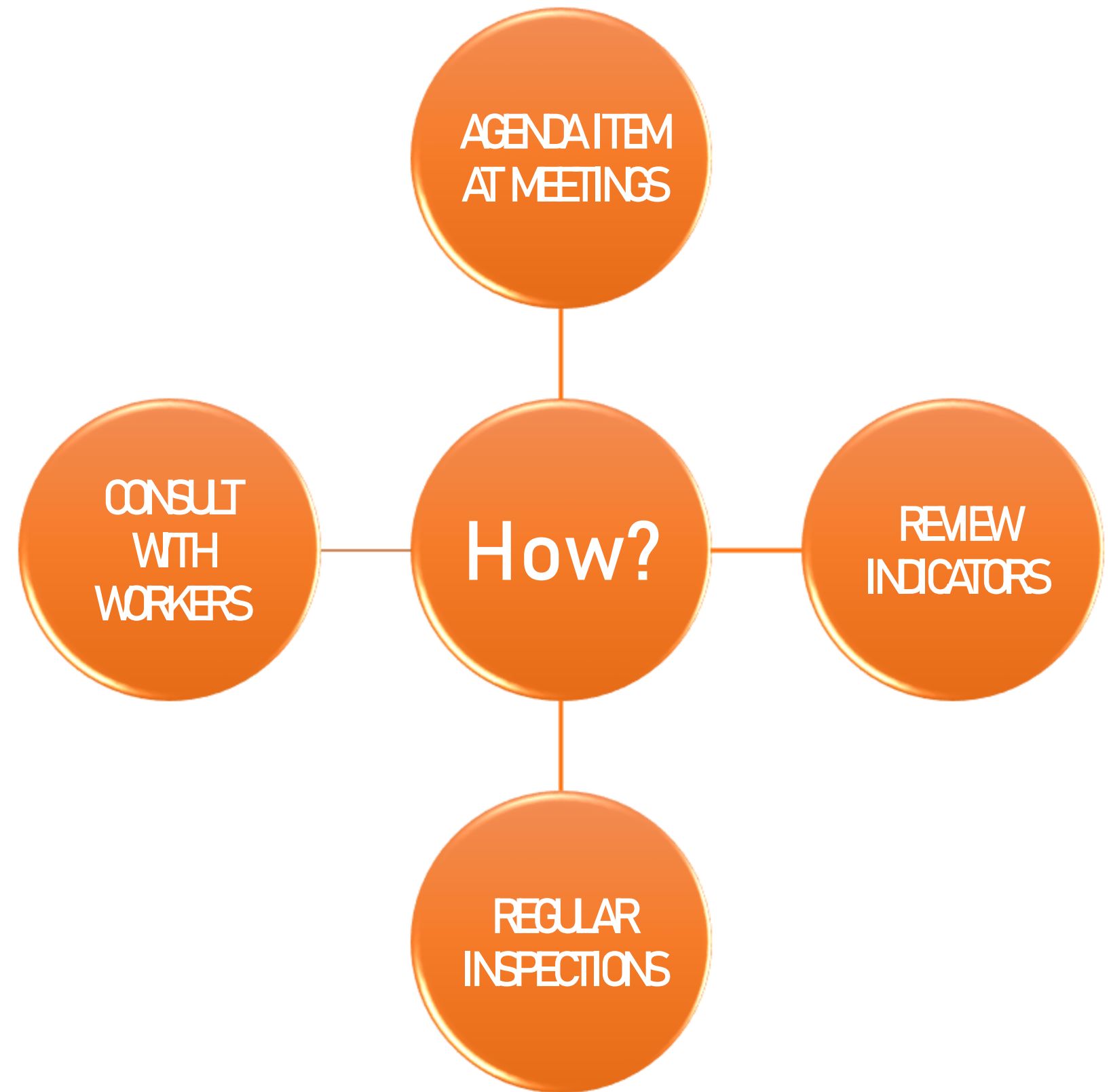
#### ASSIGNED TO

#### EXPECTED COMPLETION DATE

RECOMMENDED CORRECTIVE ACTION <i>List what actions are required to update this program.</i>	ASSIGNED TO	EXPECTED COMPLETION DATE

# How JHSC monitors effectiveness

The JHSC must monitor continuously to see if the program/ procedure/ controls are in place and working as expected.



# We're on a journey...



Without continual growth and progress, such words as improvement, achievement, and success have no meaning.

- Benjamin Franklin

**Questions?**





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# Recommended Resources



Some optional training to further support theories and information shared today

01

## JHSC Training

Offered in a variety of formats, this JHSC training will equip new committee members with the fundamentals and tools to carry out their duties effectively. In these 8-hour formats, this program meets the regulatory requirements for new JHSC committee member training.

02

## JHSC Training Certificate Program

Offered through an e-Learning format, the certificate program provides safety committee members with the tools necessary to develop and implement safety programs within any BC industry that meets WorkSafeBC regulatory requirements.