

1.0 Evaluation of Compliance

1.1 Committee selection, membership and procedures

(Refer to sections 33, 34, 35 the *Workers Compensation Act*.)

C = Conforming Activity, NC = Non-conforming activity, OFI = Opportunity for improvement

	C/NC/OFI
The committee has at least four members	C
The committee has worker representatives and employer representatives as required by section 34 of the Act	C
The committee has worker representatives as at least half the membership, as required by section 33 of the Act	C
The committee has two co-chairs, one selected by worker representatives and one selected by employer representatives, as required by section 33 of the Act	C
The committee has worker representatives selected according to the procedures specified in section 34 of the Act	C
The committee has employer representatives selected as required by the section 35 of the Act	C
The committee meets at least once a month as required by section 37 of the Act	C
The committee has rules of procedure (terms of reference) as required by section 37 of the Act	C
The committee prepares a report of the meeting (meeting minutes) and provide a copy to the employer as required by section 34	C

Comments: Committee currently has 10 members, including 3 managers and 7 representative employees (70%). The committee has 1 employer co-chair, and two employee co-chairs (one primary and 1 alternate) Employee committee members were selected by election, or where election was unsuccessful or there was insufficient interest, appointed as required. The committee has met consistently every month for over 2 years. Rules of procedure have been developed and were reviewed in March of this year. Meeting minutes are up to date and posted on the company website

1.2 Support for the committee

(Refer to sections 40 and 42 of the Act.)

C = Conforming Activity, NC = Non-conforming activity, OFI = Opportunity for improvement

	C/NC/OFI
Committee members attend meetings during paid working hours	C
Committee members receive paid time off work as necessary to prepare for meetings and fulfill other duties and functions	C
The employer provides all equipment, premises, and clerical personnel necessary for the carrying out of the committee's duties and functions	C
The employer has provided all information requested by the committee, including information on health and safety hazards	C
The employer has posted and kept posted: - The names and work locations of committee members - The reports (minutes) of at least the three most recent committee meetings	C

Comments: Committee meetings take place during paid work hours. Committee members are able to take paid time to prepare for meetings if necessary (this hasn't been necessary in the previous year). Meetings take place on Zoom (account provided by employer) The committee is not lacking any required resources. The committee is given access to all safety information and records. Committee member names and meeting minutes are posted on the website and on the safety board in the office

1.3 Training of committee members

(Refer to sections 134 and 135 of the Act and the requirements of section 3.27 of the Regulation.)

C = Conforming Activity, NC = Non-conforming activity, OFI = Opportunity for improvement

	C/NC/OFI
New committee members as of April 3, 2017 received the minimum eight hours of instruction and training that is required within six months of becoming a committee member	C
All committee members received an annual educational leave of eight hours, in order to attend occupational health and safety training courses	OFI
Committee members received educational leave without loss of pay or other benefits	OFI
The employer paid for, or reimburse committee members for, the costs of the training course and the costs of attending	OFI

Comments: All committee members have completed JHSC training. JHSC training remains accessible to all members. All members have routinely been reminded of their right to take additional paid training and/or assign their allowance to other members at JHSC meetings. This reminder is recorded in the meeting minutes. To date, no employee has elected to use their safety training/education allowance; therefore, this has been marked as an opportunity for improvement.

1.4 Rules of procedure (Terms of reference)

C = Conforming Activity, NC = Non-conforming activity, OFI = Opportunity for improvement

	C/NC/OFI
Committee members know the role of the committee and the extent of its authority.	C
Committee members actively contribute to a set of regularly reviewed objectives.	C
Rules are developed collaboratively, with the participation of committee members.	C
Rules are reviewed periodically and reflect the committee's current process and mandate.	C
Rules of procedure meet the minimum legal requirements of section 131 of the Act	C
Rules of procedure have sections dealing with the following areas	
Committee composition and selection of members	C
Duties and functions	C
Record keeping	C
Roles of guest	C
Decision-making procedures	C
Making informal and formal committee recommendations	C
Resolution of action items	C
Education and training for committee members	C
Committee evaluation	C
Defining quorum	C
Conflict resolution	C

Comments: Rules of procedure have been developed and implemented. Procedures were reviewed and updated by the committee in 2023. Rules of procedure are consistent with Part 2 Division 5

1.5 Meeting attendance and participation

The following are characteristics of an effective committee's meeting attendance and participation, check all that apply:	
Agenda is distributed prior to meetings.	C
Agenda is used at meetings to guide discussion and keep the meeting on time.	C
Relevant documents (reports, etc.) are distributed and reviewed prior to meetings.	C
Committee members are given time that is reasonably necessary to prepare for committee meetings (as per section 134 of the Act).	C
Committee members regularly attend meetings.	C
Alternates are selected in case of member absence.	C
Employer and worker co-chairs take turns running the meeting	OFI
Committee members are engaged and participate in discussions.	C
Employer and worker representatives participate equally, with no one group dominating discussions.	OFI
Regular attendance is supported by the employer. This includes removing barriers such as scheduling, and back up coverage	C

Comments: Most committee members regularly attend meetings. Employee representatives outnumber employer representatives 2:1, and the committee size ensures that even with several employee members absent, there is still a quorum. A meeting agenda is distributed before each meeting, and it is used as a guide to keep the meetings on topic. Agendas sometimes reference supporting documents, and documents are reviewed as required during the meeting.

Committee meetings are primarily led by the management representative and the employee co-chair, and representatives do not regularly prepare meeting agendas, topics, or run meetings, but they are encouraged to do so. Members are happy with the current committee employee co-chairs. Nobody new wants to take the co-chair position.

1.6 Report of the meeting (Meeting minutes)

The following are characteristics of an effective committee's meeting minutes:	Yes	No
Meeting minutes provide a full and accurate record of the meeting	Y	☐
Meeting minutes include who attended the meeting	Y	☐
Meeting minutes include the issues that were discussed	Y	☐
Meeting minutes include reports, statistics, and other documents reviewed	Y	☐
Meeting minutes include any action required, the name of the person assigned to complete the action, its priority, and the expected completion date	Y	☐
Outstanding action items are tracked and monitored to completion	Y	☐
Minutes are circulated to members promptly	Y	☐
Minutes are adopted at the next meeting	Y	☐

Comments: Meeting minutes conform to requirements

2. Evaluation of committee's effectiveness

The following sections are intended to evaluate the effectiveness of a committee that has already been functioning for at least one year.

2.1 Duties and functions of the committee

(Refer to section 36 of the Act)

Assess whether or not the committee has fulfilled each of its duties and functions. Refer to relevant records and documents when determining whether or not the committee fulfilled each of its duties and functions. Copies of these documents may be included with this evaluation for reference purposes.

Over the past 12 months, the committee has:	Yes	No
Identified situations that may be unhealthy or unsafe for workers — this may include reviewing incident and near miss reports to look for accident trends, or reviewing the effectiveness of a risk assessment	Y	
The committee regularly reviews incidents, near misses and risk and hazard assessments as reflected in the meeting minutes for all meetings.		
Advised the employer on effective systems for responding to situations that may be unhealthy or unsafe	Y	
Nov 2026 Meeting, JHSC reviewed serious lost time injury in exterior and made recommendations regarding safe work practices Feb 2026 Meeting, JHSC advised employer of the benefit of rope access rescue refresher training which was acted on		
Considered and expeditiously dealt with complaints related to the health and safety of workers	Y	
Sept 2025 Meeting, JHSC explored safety concerns regarding rope access backup devices sliding on ropes and devices were switched out Oct 2025 Meeting, JHSC reviewed safety concerns regarding the lack of a boom lift on an exterior job at Quattro 1 and a note was added March 2026 Meeting JHSC discussed safety concerns regarding sharps disposal and sharps containers were distributed to sites as appropriate.		
Consulted with workers and the employer on issues related to workplace health and safety and the work environment	Y	
March 2026 Meeting "The safety committee meeting covered several key topics including motor vehicle incidents, equipment safety, and training requirements"		
Made recommendations to the employer and workers about the improvement of the workplace health and safety and work environment	Y	
Feb 2026 Meeting, JHSC advised employer of the benefit of rope access rescue refresher training which was acted on by sending technicians to 4-hour rope rescue refresher training / practice May 2026 JHSC Meeting recommended distribution of n95 masks to janitors for special circumstances like cleaning up occasional mouse droppings as well as distributing sharps containers to deal with any needles that might be encountered and the items were later distributed.		
Made recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Act and the Regulation, and monitored their effectiveness	Y	
Feb 2026 Meeting, JHSC advised employer of the benefit of rope access rescue refresher training which was acted on by sending technicians to 4-hour rope rescue refresher training / practice		
Advised the employer on programs and policies required under the Regulation and monitored their effectiveness	Y	
JHSC periodically reviews if any new equipment, PPE or procedures are required. The JHSC also reviews incidents and the risk registry.		
Advised the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers	Y	
The JHSC periodically reviews if any new equipment, PPE or procedures are required. The JHSC has been involved in reviewing changes to first aid regulations, as discussed in meetings minutes over the last year. In Nov 2024 the JHSC reviewed the list of staff selected for first aid training and the progress of training courses, as well as acquiring 9 more first aid kits		
Ensured that accident investigations are carried out as required by the Act and the Regulation	Y	



Servus Group JHSC Annual Evaluation August 2026

JHSC members are involved in all required investigations. October 2025, two JHSC members were involved in an investigation of a lost time injury.		
Ensured that regular inspections are carried out as required by the Act and the Regulation	Y	
JHSC members participate in various inspections. Janitorial reps inspect locations, exterior their vans, office, the office		
Participated in inspections, investigations, risk assessments, and inquiries as provided in the Act and the Regulation	Y	
JHSC members have participated in inspections, investigations and risk assessments (periodically reviewing risk registry) Review of the risk registry was documented October 2024 in JHSC meeting minutes		
Participated in the procedure for resolving refusals of unsafe work	Y	
All work refusals have been resolved between worker and supervisor, JHSC had reviewed		

If you answered “No” or were not sure of the answer to any of the questions above, provide further information on how the committee fulfilled each of its duties and functions under section 36 of the Act:

Comments:

2.2 Committee recommendations

(Refer to sections 39 of the Act.)

The committee has a duty to make recommendations to the employer about the improvement of workplace health and safety, as well as recommendations on educational programs promoting health and safety and compliance with the Act and the Regulation. These recommendations may take a variety of forms, including formal and informal, oral, or written.

Do the committee’s rules of procedure (terms of reference) include provisions for how to make recommendations to the employer?

☒ Yes ☐ No

Within the past 12 months, has the committee sent written recommendations to the employer with a request for a response from the employer?

☐ Yes ☒ No

	Yes	No	n/a
Were the committee’s recommendations described clearly?	☐	☐	☒
Were recommendations directly related to workplace health and safety?	☐	☐	☒
Were recommendations made in accordance with the committee’s rules of procedure?	☐	☐	☒
Did the employer respond in writing within 21 days? If the employer did not respond within that timeframe, did they explain the delay and indicate when a response would be provided?	☐	☐	☒
If the employer did not respond within 21 days, did they explain the delay?	☐	☐	☒
Where the employer did not accept the committee’s recommendations, did the employer provide written reasons for not accepting the recommendations?	☐	☐	☒
Where the employer did not accept the recommendations, did the employer provide alternatives?	☐	☐	☒
If the employer did not accept the committee’s recommendations, did the committee ask WorkSafeBC to investigate and attempt to resolve the matter?	☐	☐	☒

If you answered “No” or were not sure of the answer to any of the questions above, provide further information about committee recommendations to the employer

2.2 Committee response to refusals of unsafe work

	Yes	No
Is the committee aware of any refusals of unsafe work at the workplace in the past 12 months?	☒	☐
Has the committee been informed of work refusals even when the matter is resolved by the worker and the supervisor?	☒	☐
Has there been a refusal of unsafe work at the workplace that wasn't resolved between the worker and employer or supervisor?	☐	☒
Are committee members trained in the procedure for refusal of unsafe work?	☒	☐

Comments:

If there has not been a refusal of unsafe work, consider the nature of your industry and the hazards inherent in the work. Are there any:

- ☐ Barriers that may be making workers reluctant to exercise their right to refuse unsafe work?
- ☐ Hazards that are being overlooked or trivialized because they are seen as "part of the job"?
- ☐ Other reasons workers might not feel they are able to refuse unsafe work:

How effectively is the committee participating in the procedure for responding to refusals of unsafe work?

☐ Very ineffective	☐ Somewhat ineffective	☐ Moderately effective	☒ Somewhat effective	☐ Very effective
--	--	--	---	--

Comment further on how effectively your committee is participating in refusals of unsafe work and any recommendations the committee might make to the employer on this issue.

2.3 Overall effectiveness

Considering your responses to all of the previous questions how effective is the committee overall?

☐ Very ineffective	☐ Somewhat ineffective	☐ Moderately effective	☒ Somewhat effective	☐ Very effective
--	--	--	---	--

Comment further on how you rated the committee including any suggestions on how the committee might improve its overall effectiveness:

The JHSC committee is generally compliant with the Act and all of the requirements; however, it would benefit from more employee involvement in setting meeting agendas and steering meeting topics since the committee is primarily led by the employer's OH&S manager.