

OBSERVER PROTOCOL

YUSAPUY Joint Health and Safety Committee

May 13, 2011

Definition

An observer is an individual who is not a member of the JHSC who either requests to attend a meeting or parts of a meeting of the JHSC as an observer, or is asked to attend a meeting or parts of a meeting of the JHSC as an observer. An invitation will be extended by both Co-Chairs of the JHSC once agreement is reached to invite the specific observer.

Specific Role Requirements

An observer of the JHSC meeting is not entitled to participate. This means that an observer does not speak during the proceedings, or contribute to the discussions or the business of the JHSC unless explicitly invited to do so during the meeting.

If an observer intervenes in the discussions or the business of the JHSC without an explicit invitation, s/he will be reminded of their role during the meeting and asked to refrain from further contribution. If the behaviour continues, the observer will be asked to leave the meeting.

Determining Agreement for Observers attending JHSC meetings

Persons may only attend JHSC meetings as observers by agreement of both Co-Chairs. A request to attend a meeting as an observer shall not be unreasonably denied.

If both Co-Chairs are not able to reach an agreement, then the issue will be raised for discussion at the next JHSC meeting. If there is agreement by consensus of the JHSC, then permission will be granted for an individual to attend a future JHSC meeting as an observer.

If consensus cannot be reached by the Co-Chairs then a vote can be taken, if a majority of committee members (any combination of worker members or management members) support the invitation then the invitation will be extended, if there is a tie vote then no invitation will be extended.

Process

When a request to attend a JHSC meeting as an observer is received, Co-Chairs will consult each other and attempt to arrive at a prompt decision and response.

If agreement is achieved, a Co-Chair will inform the requester of the decision. At the same time, the Co-Chair will also inform the requestor of the specific role requirements and the issue of confidentiality for the JHSC meeting. At that time other considerations will be addressed (e.g., accessibility, etc.).

The attendance of observers will be recorded in the formal published minutes of the JHSC meeting.

Confidentiality

Observers are required to demonstrate professionalism and therefore maintain confidentiality with respect to any discussions that take place within the JHSC meeting, and must agree, prior to accepting an invitation to attend the meeting, not to share the contents of the meeting discussions with others and to refer anyone enquiring of the contents of the meeting discussions to the web site containing the minutes of the committee. Any observer violating confidentiality may be banned from attending future meetings.

Observers will be required to withdraw from the meeting for reserved and confidential business that may present a conflict of interest for the individual.