**Welcome Letter for New JHSC Members**

Dear *<New Member’s Name>*,

Welcome to the *<Company Name>* Joint Health and Safety Committee (JHSC)!
We are pleased to have you join the team and appreciate your commitment to helping us maintain and continuously improve a safe and healthy workplace.

**About the JHSC:**

The JHSC is a joint employer–worker committee that plays a key role in supporting workplace health and safety. Our main objectives are to:

* Identify and address various hazards present in our workplace (e.g., physical, psychological, etc.).
* Make recommendations to improve the health and safety system.
* Promote awareness and safe work practices among workers.
* Support compliance with Occupational Health and Safety Regulation.

By working together, the committee helps ensure that everyone at *<Company Name>* has a safe environment in which to work.

 **Your Role and Responsibilities:**

As a committee member, you are an important link between workers, supervisors, and management. Your general responsibilities include:

* Attending and actively participating in scheduled committee meetings.
* Participating in workplace inspections and investigations, as required.
* Bringing forward health and safety concerns from workers.
* Helping to develop and recommend improvements to the health and safety program.

Your participation ensures that the committee’s recommendations reflect a broad range of perspectives and experiences.

**Training and Development:**

To support you in your role, you are entitled to:

* **Initial Training:** New JHSC members must complete 8 hours of training to develop the knowledge and skills needed to fulfill their duties.
* **Annual Training Entitlement:** Each year, committee members who serve a full year are entitled to 8 hours of additional education related to workplace health and safety to continue building your knowledge. More information on this entitlement can be found in the committee’s Terms of Reference.

We will provide you with details about upcoming training sessions and how to access them.

**Making a Difference:**

Your contribution to the committee is more than a compliance requirement; it’s an opportunity to make a real impact. By identifying hazards, promoting safe work practices, and encouraging open communication, you are helping to prevent incidents and injuries. The work you do here helps protect your colleagues and supports a culture of safety that benefits everyone.

**Committee Members and Contacts:**

The current members of the JHSC are:

* *<List of members, roles, and departments>*

Your co-chairs are:

* *<Name, Employer Co-Chair,*
* *Name, Worker Co-Chair>*

**Key Resources:**

You can access important workplace health and safety documents here:

* *<Link or reference to the company’s health and safety policy or program manual,*
* *Link to JHSC Terms of Reference, meeting schedule, or other documents,*
* *Location of posted safety information (e.g., bulletin board, intranet, binder, etc.)>*

**Frequently Asked Questions (FAQ’s):**

**How often does the committee meet?** The JHSC meets monthly on *<add scheduled date & time of meetings, if applicable>*. Meetings are scheduled in advance, and you’ll receive an invitation and agenda before each meeting.

**What if I can’t attend a meeting?** If you are unable to attend a meeting, please inform one of the co-chairs as soon as possible. In some cases, an alternate member from your department may be asked to participate on your behalf. While your regular participation is important to the committee’s work, we recognize that scheduling conflicts can occasionally arise.

**Who do I contact with questions?** Your first point of contact is the JHSC co-chairs. You may also connect with [Health and Safety Manager / HR / Supervisor] depending on the nature of the question.

**Thank you! We appreciate you!**

Thank you again for stepping into this important role. We look forward to working with you and to the positive contributions you will bring to the committee and to our workplace as a whole.

Sincerely,
*<Name(s), Title(s): JHSC Co-Chair / Employer Representative,
Contact Information>*