

## Joint Health & Safety Committee Terms of Reference

Category:	Health and Safety
Number:	HSP-1
Responsibility:	Health & Safety Officer
Approval:	<i>March 4, 2015, Joint Health &amp; Safety Committee</i>
Amendments:	Rev 1

### PREAMBLE

Algoma University as an employer is responsible for establishing and maintaining joint health and safety committees to deal with health and safety issues concerning employees in bargaining units and all workplace parties of the University. Algoma University promotes the approach that through joint investigations of health and safety issues and joint resolution of these issues, the workplace will be cooperatively maintained in a safe and healthy condition.

Algoma University and its employees have acknowledged that the proper functioning of the Joint Health and Safety Committee (JHSC) can only be carried out where the representatives of the parties are committed to their responsibilities under the *Ontario Occupational Health and Safety Act* and have agreed to endeavor to promote a co-operative, positive, and progressive effort concerning health and safety in the workplace.

The Algoma University Joint Health and Safety Committee (JHSC) is a team of employees who work together to monitor, review, participate in, and advise on, the University's Health and Safety Management System and culture with the goal of eliminating workplace injury and illness. A significant benefit of the JHSC is the fostering of cooperation among all parts of the work force toward enhancing the health and safety program and solving problems.

## 1.0 COMPOSITION OF THE COMMITTEE

### **Member Selection**

- 1.1 There will be **at least 4 elected worker members (2 staff, 1 faculty, and one worker member** representing non-management Administration) on the Committee. These worker members will be selected by the Union(s) and other worker groups. Worker members will be appointed by the Support Staff and Faculty Unions – each union can also declare an alternate to take their place at the JHSC meetings.
- 1.2 There will be **at least 4 members** on the Committee selected by Senior Administration from among persons who exercise managerial functions. Senior Administration may also select 1 alternate member from among persons who exercise managerial functions. There will be one resource person representing Athletics, Information Technology, Physical Plant, Residence and the Lab Safety Coordinator. These members will not have voting capabilities and are there to provide additional support to the committee based on their area of expertise.

### **Co-Chairpersons**

1.3 There will be two Co-Chairpersons (“Co-Chairs”) of the Committee, one Co-Chair to be selected by the worker members of the Committee and one Co-Chair to be selected by the management members of the Committee. The Co-Chair representing the worker member’s side can alternate between the faculty and staff.

1.4 Co-Chairs will be appointed for a term of 1 year (June 1 to May 31) by their respective constituencies.

### **Certified Members**

1.5 There will be at least two certified members, one who represents the workers, and one who represents management. The Union(s) being represented by the Committee will select the worker member(s) to be certified. Administration shall select the management member to be certified.

### **Guests**

1.67 Additional persons may attend Committee meetings with the approval of both Co-Chairs.

## 2.0 ROLE THE JOINT HEALTH AND SAFETY COMMITTEE

### **General**

2.1 It is the function of the Committee to:

- (a) Identify, evaluate and make recommendations concerning workplace health and safety issues;
- (b) Participate in workplace inspections, investigations, testing and work refusals.
- (c) Be consulted about and provide input into workplace health and safety programs;
- (d) Discuss other workplace health and safety issues and reports as appropriate.
- (e) Make formal recommendations to the University Administration to enhance the internal responsibility system and improve the health and safety program.

- (f) Promote the concept of Internal Responsibility System and the contributive responsibility all staff, faculty, and workers have to ensure a safe teaching and working environment.
- (g) Act as an advisory body to help identify, evaluate and recommend resolution of matters pertaining to health and safety to Administration.

### ***Inspections***

2.2 The worker membership will designate one or more worker members to conduct workplace inspections. Management members may accompany the worker members on the inspection but its representation can never outnumber the worker side.

2.3 The inspections will be conducted in accordance with the annual inspection schedule that is prepared by the Committee.

2.4 All Committee members conducting inspections will approve the completed inspection report(s) prior to the inspection report being sent to the responsible supervisor.

2.5 The Committee will select one member who will be responsible for maintaining the inspection folder on the public drive.

2.6 The original copy of the completed inspection forms will be saved on the public drive for reference. Items will be coded according to the risk matrix with follow-up to the appropriate department via the Algoma University Ticket system. The member responsible for maintaining the inspection folder will follow up with items as they are officially closed on the ticket system,

### ***Recommendations of the Committee***

2.7 The Committee shall forward any recommendations to the appropriate management representative (Director). The Director will provide a written response to Committee recommendations (in accordance with section 9(20) and 9(21) of the Act) to the Co-Chairs within twenty-one (21) calendar days after the receipt of the written recommendations. This response shall include a timetable for implementing the recommendations that Director agrees with, and the reasons for disagreement with any recommendations not accepted.

### ***Accident Investigations***

2.8 The Employer will provide lost-time/medical aid information to the Co-Chairs on a regular basis and upon request.

2.9 Where a worker is killed or critically injured on the job, the worker members of the Committee shall designate one or more such members to investigate the accident, as per Algoma University Accident Investigation Policy, and inspect the place where the accident occurred. The findings of the investigation shall be provided to the Committee, the appropriate management representative, the Unions represented on the Committee, and the Ministry of Labour as required.

### ***Ministry of Labour Inspections***

2.10 A designated worker member and a management member are to be notified and accompany any Ministry of Labour (MOL) inspector conducting inspections in the workplace. The Co-Chairs will ensure that all MOL orders are distributed to the Committee and are posted on the Health & Safety bulletin boards.

### ***Work Refusals***

2.11 A designated worker member shall be notified and attend a work refusal without delay.

## **3.0 MEETINGS**

### ***Frequency***

3.1 The Committee will establish the meeting schedule at the beginning of every calendar year. Committee meetings will be scheduled to occur monthly. Changes to the meeting schedule may take place with the agreement of the Committee Co-Chairs, provided that the period of time between any two Committee meetings does not exceed three months.

### ***Co-Chair***

3.2 The worker Co-Chairs and the management Co-Chair may alternate duties as chairperson.

### ***Quorum***

3.3 Full participation by all JHSC members at all meetings is strongly encouraged. Member attendance is critical to the success of the JHSC. Members who cannot attend a particular meeting should make arrangements for an alternate/designate to attend. A quorum for Committee meetings will consist of **a minimum of 2 worker members and one management member and at least one of the members present must be a Co-Chair**. The number of management members must not exceed the number of worker members.

Guests do not count towards the determination of the quorum. If quorum is not reached, the items discussed at the meeting will be for information purposes and will not include the passing of recommendations or approvals.

### ***Attendance***

3.4 Should a member miss three consecutive meetings, they will be contacted by their respective Co-Chair to determine if the member is still willing and able to actively serve on the Committee.

3.5 Members who are on leave are expected to resign from the Committee and identify a suitable replacement. They are able to rejoin the Committee upon returning from their leave.

### ***Agenda Items***

3.6 The Co-Chairs will prepare the agenda for each meeting and distribute it to all members one week in advance of regularly scheduled Committee meetings.

3.7 Agenda items will consist of workplace health and safety issues. Agenda items should be dealt with by consensus. Where consensus is not reached, this will be recorded in the minutes.

3.8 Agenda items which continue to be unresolved by the Committee will be forwarded and dealt with by a subcommittee who will bring forward their recommendation. Failing resolution, the item will be forwarded to the Joint Consultative Committee for review and resolution.

#### **Minutes**

3.9 Minutes of the Committee meetings are to be prepared in a timely fashion, reviewed and approved by the Committee. The approved minutes will be filed in the public drive with a hard copy posted on the Health & Safety bulletin boards. The administrative support personnel are responsible for ensuring that signed Committee minutes are promptly circulated to JHSC members and Senior Administration and posted on the relevant Health and Safety boards in the workplace and the JHSC website. Where possible, minutes will be circulated at a minimum of one week prior to the next regularly scheduled meeting.

#### **Decision-Making/Voting:**

3.10 Every effort will be made to research and discuss items so the JHSC can reach a consensus. On occasion where consensus is not possible and quorum exists, a vote may be required. A vote of all members present is taken and the majority carries.

#### **Injury/Incident Information:**

3.11 Information regarding injuries and incidents occur ring at the University will be communicated to the JHSC in advance of regularly scheduled meetings. The information will prepared by Health & Safety in consultation with JHSC. The committee will review this information and recommend strategies to eliminate or reduce the occurrences.

#### **Instruction and Training Information:**

3.12 Instruction and training information provided to workers to protect their health and safety will be reviewed in consultation with the JHSC. The overall instruction and training review should take place annually.

#### **Industrial Hygiene:**

3.13 The JHSC will be provided with and consulted on information with respect to proposed testing strategies used for investigating industrial hygiene at the workplace. A worker member designated by the worker members of the JHSC is entitled to be present at the beginning of testing conducted with respect to industrial hygiene at the workplace if the designated member believes their presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

#### **Recommendations:**

3.14 Recommendations are typically made during regularly scheduled JHSC meetings and decisions with respect to the content of the recommendation are based on a consensus within the JHSC. The Committee shall forward in writing, any recommendation(s) to the Administration of the University signed by the JHSC co-chairs. The written response to Committee recommendations must be submitted to the JHSC co-chairs within twenty-one (21) days after receipt of the recommendation(s). This response shall include a timetable for implementing the

recommendation(s) the University Administration agrees with, and the reason(s) for disagreement with any recommendation(s) not accepted.

## 4.0 PAYMENT FOR COMMITTEE MEMBERS

### 4.1

All time spent by JHSC members in connection with: (1) preparing for and attendance at Committee meetings, (2) performing duties prescribed by the Occupational Health and Safety Act or these terms of reference, (3) fulfilling the requirements for becoming certified or additional JHSC endorsed training initiatives, will be considered as time at work for which Committee members will be paid at the appropriate rate of pay.

## 5.0 GENERAL

5.1 It is agreed that employees are to be encouraged to report health and safety concerns to their immediate supervisor before bringing it to a Committee member. The Occupational Health and Safety Act requires that all workers report any workplace hazard or contravention of the legislation to their supervisor.

5.2 It is understood and agreed that all personal and medical information is to be kept confidential. Any references to such information in Committee minutes must be done in a manner that prevents any identification of an individuals' personal or medical information.

5.3 The Committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing effective operation of the committee

5.4 The committee shall review the terms of reference yearly