

## **Joint Health and Safety Committee**

### **Terms of Reference**

The Association will ensure that issues and concerns with regard to health and safety are regularly monitored and that corrective action and follow up occurs. A Joint Health and Safety Committee composed of representatives from the Worker group and Management will be empowered to deal with health and safety issues according to the following terms of reference. See Policy and Procedure HS 1.

#### **a) Mission and Mandate**

- i. The mission of the Committee is to be a formal forum whereby health and safety issues involving the operations of the Association can be discussed and resolved.
- ii. The committee and the employer have all the powers and duties as given or implied by the Occupational Health and Safety Act of Ontario and amendments thereto.

#### **b) Composition of the Committee**

- i. One Board Member (non-voting), designated by the Board (optional).
- ii. Worker Members – At least three non-management employees of the Association elected by the non-management employees of the Association.
- iii. Management Members – Employees who exercise managerial functions on behalf of Community Living St. Marys and Area including: one Team Leader, Manager of Support Services, and the Executive Director.

#### **c) Duties of the Committee**

- i. To conduct monthly inspections of the Association work places to identify safety and health hazards or concerns, excluding people's homes.
- ii. To receive and make recommendations on material from the Executive Director (or designate) with regard to health and safety issues.
- iii. To identify hazardous situations in the workplace.
- iv. Make recommendations to the Executive Director with regard to health and safety issues.
- v. Obtain information respecting health and safety experience, work practices and standards, the identification of hazards, and be consulted on tests for the purpose of occupational health and safety.
- vi. Recommend the establishment, maintenance and monitoring of programs, measures and procedures respecting health and safety.
- vii. Designate worker members to attend a work refusal or a work stoppage, investigate a critical injury or fatality, attend beginning of occupational health and

safety testing, and accompany Ministry of Labour inspector investigations and inspections of the workplace.

- viii. Bound by confidentiality except where disclosure of information is specifically required by legislation.
- ix. Collect and analyze statistics with regard to accidents, injuries, etc. in the Association as deemed necessary.
- x. Review annually Association health and safety policy and procedures, JHSC guidelines and JHSC and OHSAA responsibilities.

**d) Duties of Worker Members**

- i. A Worker member must be assigned to conduct inspections of a workplace.
- ii. A Worker member must be assigned to investigate accidents that result in critical injuries or death.
- iii. A Worker member will be a certified member.
- iv. A Worker member of the Committee may be assigned to accompany a Ministry of Labour inspector who conducts inspections of the workplace.
- v. To represent the health and safety concerns of Worker employees at the Committee.

**e) Duties of Management Members**

- i. To represent the health and safety concerns of Management to the Committee.
- ii. To act on the recommendations of the Committee if applicable.
- iii. One of the Management members will be a certified member.

**f) Duties of Board member (optional)**

- i. To act as a liaison between the Board and the Committee if needed.
- ii. To represent the interests and concerns of the Board to the Committee.

**g) Duties of the Chairperson(s)**

- i. Management members will elect a chairperson annually from their members. Worker members will elect a chairperson annually from among their members. The two co-chairpersons will chair meetings on a rotating basis.
- ii. The Co-Chairpersons in concert will call the meetings and set the agendas. The presiding Chairperson will chair the meeting, arrange a place for the meeting, notify members of the meeting, circulate agendas, minutes etc.

**h) Duties of the Secretary**

- i. A secretary will be elected from amongst Committee members.
- ii. Take the minutes of meetings and forward them to the co-chairs.

**i) Issues of Procedure**

- i. A member of the Committee who ceases to be employed at the work place ceases to be a member.
- ii. A majority of votes cast will carry a motion.
- iii. Proxies are not allowed.
- iv. Each member has one vote.
- v. If a vacancy occurs amongst elected members, the vacancy can be filled by appointment until the next election by the members of the section in which the vacancy occurs.
- vi. The Committee will meet at least once every three months.
- vii. Quorum as fifty percent plus one of all members but no more than fifty percent Management members.
- viii. Guests can attend at the invitation of one of the chairpersons or the Executive Director.
- ix. Recommendations of the Committee will be forwarded to the Executive Director. If the Committee disagrees with an action or decision of the Executive Director involving health and safety issues, then the Committee can appeal that decision or action to the Board.
- x. The term of office for elected new Worker members will be three years and is renewable. Of these three members, one will be elected each year.
- xi. Elected members of the Committee shall be elected annually at a general meeting of the designated sector.
- xii. The Committee will appoint a person to conduct the elections at these meetings. This person cannot stand for election. Any decision made by this person concerning the election process is final.
- xiii. Each person voting is allowed one vote. The people with the most votes will be elected.
- xiv. Nominations will be accepted from the floor. If a nominee is not present, there must be written acceptance of the nomination.
- xv. The Committee will ensure due notice is given of the elections.
- xiv. Any amendments to these terms of reference will be approved by the Committee and the Board of Directors.