

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Responsibilities Joint Health and Safety Committee	Code: HS008
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PURPOSE:

To communicate an awareness regarding the importance of workplace health and safety and to outline the responsibilities of the Joint Health and Safety Committee in regards to Health and Safety.

SCOPE:

These responsibilities include the Occupational Health and Safety Act, Industrial Regulations, WHMIS Regulations and the specific company responsibilities identified in the health and safety program.

PROCEDURES:

Through the exercise of their rights and responsibilities under the Act, the Joint Health and Safety Committee will help to ensure that health and safety is constantly being promoted in the workplace.

ROLES AND RESPONSIBILITIES:

Joint Health and Safety Committee Members:

1. As required by the Occupational Health and Safety Act and the Collective Agreement, a Joint Health and Safety Committee must be in existence. The committee will be made up of three members from the Union and three members who exercise managerial functions.
2. At minimum, one Union Member and one Managerial Member will be certified members. Both Union and Managerial representation will also have one alternate member.
3. Names of current committee members will be listed on the Health and Safety bulletin board in the Avenue II office.
4. Two of the members of the committee shall co-chair the committee, one of whom shall be selected by the members from the Union and the other of whom will be selected by the members who exercise managerial functions.

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5. The main functions of the JHSC are to identify potential hazards through monthly safety inspections of the Avenue II office at 122 S. Cumberland, the Day Services Apartment and of 245 A Bay Street. Where there is 24 hour N.E.I.G.H.B.O.U.R.S. support, bi-annual home inspections will be conducted, or through receipt of complaint, to evaluate these potential hazards, to recommend corrective actions, and to follow up implemented recommendations.
6. The committee will participate in accident investigation and the evaluation of the health and safety program.
7. The committee will meet, at a minimum, every three months.
8. For complete Terms of Reference of the Joint Health and Safety refer to Policy HS000.

Certified Members of the Joint Health and Safety Committee:

1. A certified member is a worker or management JHSC member who, because of special training, has been certified by law.
2. Certified members are entitled to exercise certain rights and powers:
 - a) to direct the employer to stop work in specific circumstances
 - b) to investigate complaints that “dangerous circumstances” exist
 - c) to be paid for time spent in fulfilling certification requirements
 - d) to be paid for time spent in exercising their stop-work powers and carrying out their other duties.
3. A worker certified member may be selected by the worker members to carry out inspections, investigate a fatality or critical injury, or attend a work refusal investigation.
4. Under certain circumstances a certified member may interact with a Ministry of Labour Inspector or Adjudicator. These may include but are not limited to:
 - an inspection by a MOL Inspector
 - an accident investigation
 - work stoppage
 - work refusal
 - appeals

COMMUNICATION:

Written – will be introduced at orientation and will be reviewed annually with all members of the JHSC.

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TRAINING:

Training for new JHSC members must be completed within one month of appointment.

EVALUATION:

The Joint Health and Safety Committee will be evaluated on an ongoing basis through the use of observations, communication through the minutes of the JHSC meetings, and through reports and recommendations made to the Executive Director, to ensure completion of Roles and Responsibilities.

REFERENCE MATERIALS:

Ontario Legislation – OHSA (Section 28), Industrial and WHMIS Regulations