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| Policy Number: HS2020-033 | Date Approved: June 2006 |
| Department: Health and Safety | Date Reviewed: October 2020 |
| Joint Health and Safety Committee | |

1. Policy Statement

The Joint Health & Safety Committee will determine and assign responsibilities for an effective workplace health and safety program.

2. Purpose

The Town of Kirkland Lake (the Corporation) will facilitate the creation of Joint Health & Safety Committees (JHSC) where all its Employees can act together to recognize, assess and control health and safety hazards. The JHSC members will help stimulate an awareness of safety issues and an atmosphere of co-operation between Management and Workers thereby enhancing the workplace Internal Responsibility System.

3. Scope

A JHSC is required at a workplace at which twenty or more workers are regularly employed. The JHSC should consist of at least two members for a workplace where at least 50 workers are employed, and at least four members for a workplace where fifty or more members are employed. The Corporation is comprised of several workplaces of different sizes. Each facility has a respective JHSC or Safety Rep.

4. Definitions

Terms of Reference - General rules and structure of the Safety Committee.

Safety Committee - A committee formed by both workers and management representatives as prescribed in the Act.

Co-Chair Person - A Safety Committee is chaired cooperatively by a member from the worker group and a member from management.

Worker - An Employee who has no management authority.

Management - Employees who exercise control of the company, who have charge of the workplace and have the authority to employ/assign work and/or discipline/terminate Employees.

Certified member – Safety Committee member who is successfully completed certification training required by the Workplace Safety and Insurance Board under the Workplace Safety and Insurance Act, 1997.

Alternate members - is a person who will serve as a substitute person acting in the place of the original Safety Committee member should a member not be available.

5. Policy & Procedures

Responsibilities

CAO is responsible for:

- Ensuring that a Health & Safety Committee is established and maintained;
- Supporting the Committee;
- Responding to recommendations within 21 days.

Department Heads/Supervisors are responsible for:

- Supporting the Committee;
- Assigning inspectors to conduct monthly inspections and responding to the concerns;
- Notifying a JH&S worker member when an accident or incident has occurred.

The Joint Health and Safety Committee is responsible for:

- Following the guidelines in the Occupational Health and Safety Act.
- Ensuring the proper application of this policy.
- Responding to safety concerns raised by employees;
- Reporting any hazards and deficiencies found and recorded on the “Hazard Report” form;
- Recommending safety policies and procedures;
- Conducting workplace inspections.
- Meeting at least quarterly.

- Reviewing accident/incident and hazard reports and making recommendations to management to reduce recurrences.
- Promoting health and safety in the workplace.
- Encouraging employees to work safely and to report hazards or unsafe conditions immediately to the Department Head/Supervisor.
- Being present for, and assist in, accident and work refusal investigations.
- Review safety training conducted by the company.
- Accompanying the Ministry of Labour (MOL) Officers on workplace inspections.
- Being present at the start work workplace testing (i.e. industrial hygiene testing).

Procedure

Composition of Safety Committee:

Each workplace within the corporation that has at least 20 employees will establish a JHSC with the following composition:

1. 50% of the members are non-management workers;
2. Members will be asked to make a commitment as committee members for a minimum 1-year term;
3. The worker members are selected by the workers they represent;
4. One management member and one worker member, at minimum are certified by the MOL;
5. The names and work location of all members are posted in the workplace.
6. For workplaces with 20-49 employees, the committee will be made up of at least 2 members.
7. For workplaces with 50 or more employees, the committee will be made up of at least 4 members.

Selection

- The Safety Committee members representing the workers will be chosen by the workers, by vote among the workers they will represent. In workplaces with unions, committee worker members may be chosen by the union.
- The CAO will appoint the management members of the Safety Committee.

- Vacancies on the Safety Committee shall be posted. Where more than one worker applies, there shall be a vote by the workers to determine the new member. Vacancies must be filled as quickly as possible.
- Selection of Certified Members is through a voting process among the worker members for a worker representative and will be selected by the CAO for management members.
- There must be two (2) Co-Chairs; one co-chair who represents the workers and one co-chair who represents management, this is also done through a voting process among the management member for a management representative and through a voting process among worker members for a worker representative.
- Where there is a failure to select a worker to the Safety Committee, if in a unionized workplace, the CAO will contact the collective bargaining unit to discuss their Right to Participate as deemed in the Occupational Health and Safety Act. The CAO will work closely with the collective bargaining unit to assist them in getting Worker representation to the Safety Committee. If this cannot be successfully done collectively as a group, then the CAO may be required to contact the Ministry of Labour to request further assistance.
- Where there is a failure to select a worker to the Safety Committee, if in a non-unionized workplace, the CAO may be required to contact the Ministry of Labour to request further assistance.

New Members:

New members of the JHSC receive:

1. A copy of the OHSC and Regulations;
2. A binder for keeping meeting minutes;
3. Past safety minutes, as requested;
4. Past safety inspections.

Previous safety training will be documented in training files.

Meetings:

- The Committee will meet at least quarterly, but each workplace within the corporation will determine their meeting schedule and may meet monthly or bimonthly if they feel it is necessary. Members are responsible for making arrangements with their Department Head/Supervisor for attendance at the safety meetings;

- A schedule for the upcoming health and safety meetings is developed, published and posted in the workplace;
- An agenda is developed by the management and worker co-chair before each meeting and circulated to the committee members;
- Members will be given time to prepare for the meetings. Any time spent in JHSC meetings or preparing for meetings will be paid;
- Written minutes of the meeting are to be taken outlining the following:
 - Meeting date, time, length and location;
 - JH&SC members, those attending and visitors present;
 - Review of previous business – including tracking of outstanding items;
 - Review of accident and injury data for previous month;
 - Review of inspection findings;
 - New business;
 - Date, time and location of the next meeting;
 - Corrective actions taken for hazard or trends identified.
- Minutes are published by the management co-chair and circulated within a week as follows:
 - Safety Committee members, Safety bulletin boards, Supervisors, Department Heads, Human Resources, CAO.

Quorum

- Safety Meetings will be held when all JHSC members are in attendance or where there are more worker representatives than Management members attending.
- Members who will not be able to attend a meeting must notify a co-chair of the Safety Committee in advance, so that the meeting can be rescheduled if a quorum is not available.
- Only Safety Committee members and invited guests may attend meetings.

Inspections

- Worker Members of the Committee must inspect the workplace for unsafe conditions on a monthly basis.
- The findings of the inspection are recorded on an inspection form. All unsafe conditions must be rated for risk level, i.e. high, medium or low.

- Each report is copied to the Department Head/Supervisor who has responsibility for corrective action and submitted to the Committee for review at the next JHSC meeting.
- Workplace Monthly Inspections will include all emergency equipment.

Work Refusals

- When a Worker exercises his or her right to refuse work that is believed to be unsafe, the Department Head/Supervisor shall promptly notify a member of the Safety Committee.
- The member shall participate in all stages of the investigation including the resultant Ministry of Labour investigation if it should arise.

Formal written recommendations

Most recommendations that the Safety Committee shall make are informal and can and should be dealt with through normal channels. Normally it will be within the Department Head/Supervisor's powers to implement controls as soon as possible after being advised by the Safety Committee of the recommended corrective action.

Formal recommendations are those that are expressly written and directed toward the Senior Management (CAO) for a written response within twenty-one (21) days of receiving. Concerns that might become the subject of formal recommendations are those that require:

- The establishment of new policies, programs, processes or procedures.
- The allocation of significant funds.
- Additional training and/or education of employees.
- A repeat item on the Safety Committee agenda that has not yet been resolved.

If the Safety Committee agrees that a matter needs to go to the Senior Management for his/her input, a formal recommendation will be drafted by the co-chairs and sent to the CAO for review and response. Recommendation forms will:

- Be prepared separately from Safety Committee meeting minutes and be highlighted within the minutes to signify their importance.
- Identify the hazard or concern and what is required to implement corrective measures (include supporting background information as needed).
- Contain the signatures of the Safety Committee Co-Chairs.

- Be sent to Senior Management (CAO) within 1 week of the Committee Meeting.
- Senior Management to provide a written response (within 21 days) and include their signature.

Postings

- The Health and Safety Bulletin Board shall have the Safety Committee member names, positions and departments/areas in which they work.
- The agenda is to be posted prior to the meeting.
- Minutes are to be posted on the Health and Safety Bulletin Board.
- A copy of the workplace inspection shall be included with the minutes and any recommendations/communications as a result of injury/incident investigations shall be posted.

The Safety Committee shall post all reports or surveys conducted by management on the Health and Safety Bulletin Board as well as any Ministry of Labour notice of visits or non-compliance orders

6. Summary

Training:

At least 1 management member and 1 worker member from each committee will be required to take the MOL Certification Part 1 and 2 training.

All other (non-certified) Safety Committee members are required to take the following training that pertains to their legislated responsibilities:

- Workplace Inspections
- Accident/Incident Investigations
- Recognize, Assess, Control and Evaluate Hazards
- Safety Committee Roles & Responsibilities.

Evaluation

This policy will be reviewed annually.

Legislation/Standards/Regulation

Ontario Occupational Health and Safety Act