



Joint Health and Safety Committee TERMS OF REFERENCE

The University of St. Michael's College ("USMC") Joint Health and Safety Committee has adopted these terms of reference to guide its operations.

1. COMPOSITION OF THE COMMITTEE

Member Selection

- (a) There will be at least 4 worker members on the Committee. These worker members will be selected by the Union and other employee groups.
- (b) The Union and other employee groups may also select alternate worker members for the purpose of attending Committee meetings if a worker member cannot attend the meeting.
- (c) There will be 4 members on the Committee selected by management from among persons who exercise managerial functions. Management may also select alternate members from among persons who exercise managerial functions. Management will have no more than 50% representation of the committee.
- (d) The committee will ensure that the membership list is kept updated at all times and posted on the Joint Health & Safety Committee Board or USMC website.
- (e) A member will serve for a maximum of 3 years and may be reappointed by the mutual consent of the Union or management.
- (f) If a member misses more than three regular monthly meetings in a calendar year, and does not have a legitimate reason for being absent, he or she will be removed from the Committee.

Co-Chairpersons

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.

Certified Members

There will be 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. The Bursar and Chief Financial Officer (the "Bursar") shall select the management member to be certified.

2. FUNCTIONS OF THE COMMITTEE

General

It is the function of the Committee to:

- (a) identify, evaluate and make recommendations concerning workplace health and safety issues;
- (b) inspect the workplace, or ensure it is inspected, on a regular basis; and
- (c) discuss other workplace health and safety issues and reports as appropriate.

Inspections

- (a) The worker membership will designate one or more workers to conduct workplace inspections. With the agreement of the worker members, management members may accompany the worker members on the inspection.
- (b) The Committee will inspect, or will have inspected by a worker, all areas of every building used by workers and management in USMC as determined by an inspection schedule to be prepared by the Committee. The entire campus must be examined at least once a year, with some part of the workplace being inspected each month.
- (c) The Committee will prepare and adopt inspection forms approved by all members of the Committee. All inspectors conducting inspections will use the approved inspection forms and the forms will be signed by the worker(s) conducting the inspection upon completion of the inspection. Completed inspection data will be provided to the Bursar, the appropriate manager and the co-chairs within three (3) working days of the completion of an inspection. The Bursar will provide a written response to the identified hazards to the committee co-chairs within 21 days of receipt of the inspection form.



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Recommendations of the Committee

The Committee shall forward any recommendations to the Bursar. The Bursar will provide a written response to Committee recommendations (in accordance with section 9(20) and 9(21) of the *Occupational Health and Safety Act, R.S.O. 1990, c.O.1* (the "Act") to the co-chairs within twenty-one (21) calendar days after receipt of the written recommendations. This response shall include a timetable for implementing the recommendations the Bursar agrees with, and the reasons for disagreement with any recommendations not accepted.

Accident Investigations

- (a) The HR Officer will provide lost-time/medical aid information to the co-chairs on a regular basis and upon request.
- (b) 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 and inspect the place where the accident occurred. The findings of the investigation shall be provided to the Committee, the Bursar, the unions represented on the committee, and the Ministry of Labour.

Ministry of Labour Inspections

A designated JHSC worker member is to be notified and accompany any Ministry of Labour inspector conducting inspections in the workplace. The Human Resources Officer shall also be notified, and the Human Resources Officer or their designate may accompany the inspector during the inspection of the workplace.

Work Refusals

A designated worker member and a management member will be notified and attend a work refusal of any union member without delay. The Human Resources Officer shall also be notified, and the Human Resources Officer or their designate may attend the work refusal.

3. MEETINGS

Frequency

Committee meetings will be scheduled (monthly or quarterly) at a predetermined time and location. 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. The committee will meet at least once, each calendar quarter.

Co-Chairs

The worker co-chair and the management co-chair will alternate duties as chairperson every second Committee meeting.

Quorum

A quorum for Committee meetings will consist of 50 percent plus one of Committee members, with both worker and management representation and at least one co-chair present. The number of management members must not exceed the number of worker members. Guests do not count towards the determination of the quorum.

Guests

Additional non-voting persons may attend Committee meetings with the approval of both co-chairs.

Agenda Items

- (a) The co-chairs will prepare a copy of the agenda for each meeting and distribute it to all members at least one week in advance of regularly scheduled Committee meetings.
- (b) Agenda items will consist of workplace health and safety issues. Agenda items should be dealt with by consensus and there should be no voting. Where consensus is not reached, this will be recorded in the minutes.

Minutes

- (a) The Committee shall designate a Secretary of the Committee to take minutes at all Committee meetings.



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- (b) Minutes of Committee meetings are to be prepared in a timely fashion, reviewed and signed by both co-chairs prior to circulation or posting. When the minutes are finalized, the final version will replace the draft.
- (c) The co-chairs are responsible for ensuring that signed Committee minutes are promptly posted on the USMC Joint Health and Safety boards and website.
- (d) Copies of all minutes signed by co-chairs will be forwarded to the Committee members.

4. PAYMENT FOR COMMITTEE MEMBERS

All time spent by Committee members in connection with attending at Committee meetings or performing duties prescribed by the Act or these terms of reference will be considered as time at work for which Committee members will be paid at the appropriate rate of pay.

5. GENERAL

- (a) It is agreed that employees are to be encouraged to take health and safety concerns to their immediate supervisor before bringing it to a Committee member.
- (b) 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 individual's personal or medical information.
- (c) Committee members are to be provided one (1) hour or such longer period of time as the Committee determines is necessary to prepare for each Committee meeting.
- (d) Pursuant to the Act, USMC will advise the Committee through its co-chairs, of any relevant workplace hygiene and safety testing, and a worker member of the Committee may be present at the beginning of such testing. A copy of workplace test reports will be provided to the co-chairs.
- (e) The Committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing harmonious operation of the Committee.

Approved by:

Tracy Greig
Chief Operations Officer

Date