

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Joint Health & Safety Committee & Health & Safety Representative

Creation Date: July 2004

Revised Date: November 2007, September 2013

Resolution Number: 1114 (consent) 10/13

Supersedes Resolution Number: 406 (consent) 11/07

Policy Number: 5.3

1. PURPOSE

To ensure Municipal Health and Safety Representatives (HSR's) and Joint Health and Safety Committees (JHSC's) comply with the requirements of the Occupational Health and Safety Act (OHSA).

2. RESPONSIBILITIES

JHSC's and HSR's are an integral part of the Internal Responsibility System of the municipality. The municipality will establish a JHSC or HSR as required by the OHSA and support and assist them in carrying out their responsibilities on an ongoing basis.

3. PROCEDURE:

A. Composition:

1. Below lists the **minimum** legal requirements for determining the correct health and safety representation for the total number of regularly employed workers at a workplace:

1 Representative	more than 5 workers, but fewer than 20
2 Committee Members	20 or more workers, but fewer than 50
4 Committee Members	50 or more workers
2. At least half the members on the JHSC shall be workers who do not exercise managerial functions.
3. The worker member(s) of the JHSC or the HSR shall be selected by the workers they represent. In a unionized workplace, the member(s) shall be chosen by the union.

4. The employer shall select the remaining JHSC members from among persons who exercise managerial functions, to the extent possible, who do so at the workplace.
5. One co-chairperson who represents the worker members shall be selected by the worker committee members, and one co-chairperson shall be appointed by management.
6. At least two members of each JHSC shall be certified, one representing the workers and one representing management, and they shall fulfil the requirements of the certified member.
7. The names and work locations of all HSR / JHSC members shall be posted in conspicuous workplace locations.

NOTE:

Where more than one workplace requires a JHSC, it may be mutually agreed to between the workplace parties to apply to the Ministry of Labour for permission to form a **Multi-site Committee**. If such a committee is established, representatives from those workplaces requiring a committee shall form the committee.

B. Meetings and Minutes:

1. Committee members should meet monthly but shall, as a minimum, meet once every three months.
2. Members are responsible for making arrangements with their supervisor for attendance at the meetings and for preparation time prior to the meetings.

The employer will allow adequate paid time for JHSC members to prepare for meetings and to fulfil the requirements under the Occupational Health and Safety Act (OHSA).

3. An annual schedule of JHSC meetings is to be posted in conspicuous workplace locations at the beginning of each calendar year, listing the date, time, and location of all meetings.
4. An agenda is to be developed by the co-chairs for each meeting and circulated at least one week in advance of each meeting.
5. Written minutes of meetings are to be taken outlining:
 - (a) date, time, and location of meetings held
 - (b) names of all members and other persons present
 - (c) records of all items discussed, including:
 - reports presented and by whom
 - problems identified
 - recommendations agreed upon
 - action to be taken by individual members
 - approval of last meeting minutes
 - business the committee has agreed to discuss at the next meeting
 - response by management to the committee

- discussion with respect to the above response
 - date, time, and location of the next meeting
6. Minutes are to be signed by the co-chairpersons, circulated to the JHSC members within a week, and one copy:
- posted in all workplace locations
 - maintained for a minimum three years
 - forwarded to the Human Resources Manager, Supervisor and Division Manager

C. General Duties for the HSR / JHSC:

1. Develop and post, at the beginning of each calendar year, a schedule for the monthly workplace inspections for that year.
2. Conduct workplace inspections monthly by trained workers; document all substandard acts and working conditions on "**WORKPLACE INSPECTION REPORT**", with one copy:
 - (a) posted in each workplace location
 - (b) forwarded to the Human Resources Manager, Supervisor and Division Manager for review and signature
 - (d) attached to the JHSC minutes
 - (e) forwarded to the JHSC co-chairs
3. Review all completed "**EMPLOYEE ACCIDENT / INCIDENT REPORTS**"; analyze information and make recommendations to management to reduce recurrences.
4. The HSR or designated JHSC worker member may investigate any accident in which a worker is killed, or critically injured as defined under Reg. O. 834/90.
5. Investigate issues regarding:
 - (a) hazardous materials, processes, or equipment
 - (b) designated substances and the respective control program reports
 - (c) workplace testing which is being carried out for health and safety purposes
6. Review any "**HAZARD REPORT FORM**" received.
7. Provide recommendations to the employer on health and safety programs in general.
 - (a) The co-chairs/HSR are responsible for ensuring the written recommendations are forwarded to the employer.
 - (b) The employer shall respond to the recommendations, in writing within 21 days, with:
 - (i) timetable for implementation, if the employer agrees with the recommendation
 - (ii) reasons for disagreement, if the recommendation is not acceptable
8. Encourage fellow workers to work safely and to report hazardous or unsafe conditions immediately to their supervisors.

9. Identify areas of health and safety training for all workers.
10. Be present for, or assist in, work refusal investigations.
11. Be available to accompany a Ministry of Labour Officer on workplace inspections.

D. Management Responsibilities

The Town supports our joint health and safety committee and has instructed its members to carry out the committee's four (4) principal functions and any other activity that is in compliance with applicable health and safety legislation/regulations. With respect to the functions of our joint health and safety committee, the Town is responsible for:

- Initiating the establishment of a joint health and safety committee and supporting its functions (as required);
- Selecting committee members who exercise managerial functions to sit on the health and safety committee;
- Assisting and cooperating with committee members in the carrying out of their functions;
- Providing the committee with information relating to hazards in the workplace and any work practices and standards in similar industries;
- Providing the committee with a copy of all orders or reports issued to The Town by a Ministry of Labour inspector;
- Informing the committee of any work related incidents involving injury, death or occupational;
- Consulting with the committee on the development of health and safety programs and policies (including training programs), where prescribed;
 - This includes advising the committee of the results of the assessment or reassessment of the risks of workplace violence and providing it with a copy of the assessment if it is in writing.
- Providing a committee member representing the workers with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace;
- Responding to written recommendations within twenty-one (21) calendar days; and
- Providing any other specific information where prescribed.