

# VICTORIA UNIVERSITY HEALTH AND SAFETY

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## JOINT HEALTH AND SAFETY COMMITTEE

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### PURPOSE

The purpose of this procedure is to ensure that the Joint Health and Safety Committee at Victoria University is meeting its intended function as per the Occupational Health and Safety Act, which is to aid in the protection of our workers by identifying and resolving health and safety concerns.

### SCOPE

Victoria University believes that a Joint Health and Safety Committee is an integral part of the University's Health and Safety Program and accepts its responsibilities and may exercise their power under the Occupational Health and Safety Act. By presenting recommendations to management and actively supporting all health and safety activities, the committee can play a leading role in accident and illness prevention. Victoria University is committed to actively supporting the committee and ensuring it meets all legislative requirements.

The following procedure, as agreed to by the Committee and Management, is intended to help the Joint Health and Safety Committee function in a manner which best suits the health and safety needs of Victoria University. Members are expected to be familiar with the various procedures, objectives, duties, responsibilities, etc. as outlined in this procedure.

The names and workplace locations of all Joint Health and Safety Committee members are posted at each of the Health and Safety boards as well as online.

### STANDARDS/PROCEDURES

#### Joint Health and Safety Roles, Responsibilities and Procedures

1. To monitor the Health and Safety policy and programs and make recommendations to Senior Management where necessary.

2. The worker member to inspect a portion of the workplace monthly (so that the entire workplace is inspected yearly) and usually accompanied by a manager member of the JHSC. Inspections shall use the approved inspection form and follow the inspection procedure.
3. Assist in accident/incident investigations as required by legislation or University policy.
4. To carry out all the legislative duties and responsibilities of the committee as required by the Occupational Health and Safety Act such as:
  - Being present at any MOL inspection
  - Involvement at work refusals, Bi-lateral work stoppage (certified members duties as per sec 44 Dangerous Circumstance)
  - Being consulted about proposed testing strategies, and being present at the beginning of any testing regarding health and safety as prescribed. The University shall notify the Committee of all Health and Safety testing and provide reports of the findings.
5. To obtain information from the Employer and identify potential or existing hazards of materials, processes or equipment and make recommendations for solutions to management.
6. The committee shall foster cooperation and open dialogue between all employees of Victoria University on all matters relating to Occupational Health and Safety.
7. To provide leadership in matters relating to Health and Safety whenever the opportunity presents itself.
8. Disagreements within the Joint Health and Safety Committee will be settled by a consensus of the committee members.

### **Structure of Joint Health and Safety Committee**

The Health and Safety Committee will consist of twelve (12) members: six (6) Management and six (6) Worker members. There will be one (1) appointed person to serve in the capacity of Recording Secretary. This person will be agreed upon by Management and Worker members and shall not be considered a member of the committee.

1. Four (4) worker members are elected or appointed by the USW Local 1998, one (1) member is selected by CUPE Local 3902, and one (1) member is selected by VIC-UTFA to represent faculty and librarians.
2. Each worker group must elect or appoint an alternate committee member selected for their employee group. The role of both employee and management alternate members is to attend meetings when necessary, and normally do not perform other JHSC duties; however, they may be required to participate in monthly inspections. The alternate member will be notified when they are required to attend a JHSC meeting.
3. The Management representatives are appointed by the Senior Management Team. Management must also have an alternate committee member selected in the circumstance that an original committee member is unable to carry out their duties.

4. The mandate of union worker members will be determined by their Union/Association. Each Union/Association has its own process. Non-union worker Representatives (if applicable) will serve for a mandate of three years. Any member can seek another three-year term.
5. Three committee members (with at least one management and two worker representatives) must be present to form a quorum.
6. In the event that not enough worker or management representatives were selected, the process to select additional members, as stated at the beginning of this section will be repeated.
7. In the event that a committee member intends to end their term on the committee, they must notify their respective employee group and JHSC Co-chairs in writing.

If there is difficulty in recruiting Joint Health and Safety Committee members, management and each employee group will:

- Make additional efforts to promote the benefits of becoming a Joint Health and Safety Committee member.
- Provide information to staff on the roles and responsibilities of the Joint Health and Safety Committee.

Worker Certified Member:

The workers will decide who will become the designated certified worker member. The designated certified worker member shall investigate cases where a worker is killed or critically injured in accordance with OHSA.

Management Certified Member:

The management members on the Joint Health and Safety Committee will decide who will become the designated certified management member. The designated certified management member shall investigate cases where a worker is killed or critically injured in accordance with OHSA.

Selection of Worker Co-Chair:

The worker members on the Joint Health and Safety Committee will decide who will become the worker co-chair.

Selection of the Management Co-Chair:

The Senior Management of Victoria University will appoint the management co-chair

At least one worker member and one management member will be certified as required by the Occupational Health and Safety Act. The management of Victoria University will encourage certification of all committee members.

### **Responsibilities of Co-Chair Person(s)**

1. The Co-Chair schedules meetings and notifies members of meetings.
2. The Co-Chair prepares the agenda, and distributes the agenda at least 1 week prior to the scheduled meeting.
3. The Co-Chair alternate presiding at meetings.
4. The Co-Chair ensures that all agenda items are addressed and that each committee member is heard and that items end with a positive decision.
5. The Co-Chair reviews and approves the minutes for distribution amongst the committee. The minutes are distributed within 2 weeks following the meeting for final approval from the committee members at the next scheduled meeting.
6. The Co-Chair is responsible for delegating and ensuring that the committee carries out its duties.
7. The Co-Chair ensures the follow-up of committee recommendations.
8. The Co-Chair monitors the length of a JHSC member's term to ensure adequate representation per established procedure.

9. The Co-Chair invites specialists or resource persons as required. Any guests that may attend must provide two weeks' notice to the Co-Chairs, for inclusion in the agenda.
10. The Co-Chair will appoint a Recording Secretary in the absence of the appointed Recording Secretary.

## **Meetings**

The Joint Health and Safety Committee will meet once every three months or more frequently as deemed necessary. A member of a committee is entitled to one hour or such longer period of time as the committee determines is necessary to prepare for each committee meeting. A member of the committee shall be deemed at work during preparation time, meeting times and when carrying out their duties as JHSC members.

## **Guidelines for Making Recommendations:**

The Joint Health and Safety Committee will submit recommendations of action to control workplace hazards. These could come to their attention through workplace inspections, hazard assessments, quarterly report or committee discussion. These recommendations will serve to control unnecessary hazards in the workplace, making the University a safer place to work.

The Occupational Health and Safety Act (OHSA) states that an employer who received written recommendations from the Joint Health and Safety Committee shall respond in writing within 21 days.

Recommendations must be in writing, or submitted by completing the "Joint Health and Safety Committee Recommendation Form", which will meet the following criteria:

1. Define the hazard
2. Collect all the necessary information:
  - Description of the process and workplace layout
  - History/details of previous accident and investigations
  - Comments and suggestions from managers and workers in the area concerned
  - Maintenance schedules and manufacturers specifications
3. Consider the possible solutions, taking into account:
  - The actual and potential seriousness of the problem
  - The range of possible solutions
  - The practicality of the solution being recommended

## **Submission of Recommendations:**

### **Why:**

A function of the Joint Health and Safety Committee is to make recommendations to the University and the workers for the improvement of the health and safety of Victoria University.

- Who can submit:** Either Co-Chair with the agreement of the JHSC. If the committee has failed to reach consensus about making recommendations and after attempting in good faith to do so, either Co-Chair of the committee has the power to make written recommendations to the Employer.
- Who is it submitted to:** The Senior Management.
- What can be submitted:** Any health and safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s), or recommending health and safety improvements in the workplace.
- When:** As soon as the source of danger is identified.
- How:** In writing or on the University's "Joint Health and Safety Committee Recommendation Form."

## TRAINING

### **Certification Training**

At least 1 worker member and 1 management member will receive certified Joint Health and Safety Committee Part I and Part II training with an approved training provider. Mandatory refresher training must be completed once every 3 years to maintain certification with an approved training provider (for certifications completed after Jan 1, 2016).

### **General JHSC Training**

Members will attend training each year to promote effective contributions of each member and to ensure an efficiently operating Joint Health and Safety Committee. This training may be in house or in the form of outside seminars or courses. In order to facilitate effective problem solving, the committee will have a basic understanding of:

1. Current legislative requirements
2. Joint Health and Safety Committee roles and responsibilities
3. Technical issues such as:
  - a. Process and layout
  - b. Machinery hazards and methods of guarding
  - c. Fire protection/emergency procedures
  - d. Lifting equipment and their hazards
  - e. Industrial hygiene such as noise, dust, fumes, toxic substances

Special skills in:

1. Understanding the process for managing health and safety issues
2. Accident investigation
3. Workplace inspection
4. Hazard recognition and control

5. Work refusal
6. Work stoppage (unilateral and bilateral)
7. Basic health and safety talks

## **EVALUATION**

This procedure and effectiveness of the Joint Health and Safety Committee will be reviewed annually by the Joint Health and Safety Committee and the Senior Management at Victoria University. Key performance indicators will also be reviewed in a semi-annual basis in order to evaluate the overall health & safety of Victoria University and to make appropriate recommendations.

## **RELATED PROCEDURES**

Inspection Procedure  
Accident, Incident investigations  
University of Victoria JHSC Recommendations to Management Form  
JHSC inspection form

## **REFERENCE MATERIALS**

Ontario legislation – OHSA