

## *Huron-Superior Catholic District School Board*

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**POLICY TITLE:** OCCUPATIONAL HEALTH & SAFETY      **Approved:** September 3, 2003  
**Reviewed:** November 18, 2009

**POLICY NO:** 7010      **Page:** 1 of 7

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### **POLICY**

In keeping with its Mission, Vision and Values the Huron-Superior Catholic District School Board is committed to the protection of the health and safety of its workers.

The Board will take all reasonable measures to identify hazards, minimize risks and comply with all applicable occupational health and safety legislation.

The Board endorses the Joint Health and Safety Committee structure and supports the resolution of health and safety concerns through the joint management/worker participative process.

The Board places accident prevention among its highest priorities and expects every supervisor and worker to contribute their efforts toward the ultimate goal of a healthy, accident-free environment.

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<b><u>ADOPTED</u></b>	Regular Meeting - September 3, 2003 Motion B-91	<b><u>DISTRIBUTION</u></b>	
<b>REVIEWED</b>	Regular Meeting – November 18, 2009 Motion – B-88 (unchanged)	i)	Trustees
		ii)	Administration
		iii)	Principals
		iv)	Teaching Personnel
		v)	C.U.P.E.
		vi)	O.S.S.T.F.

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**JOINT HEALTH AND SAFETY COMMITTEE**

**General:**

- 1) Any amendments, deletions or additions to the Terms of Reference must have the consensus of the total committee. The following procedures shall prevail:
  - a) Proposed changes to the Terms of Reference shall be given in writing as a notice of motion at a regular meeting.
  - b) The committee members sponsoring a notice of motion shall speak to the motion at the following meeting.
  - c) The committee shall approve of any changes by consensus.
- 2) The Joint Committee shall review this document, at least annually, and recommend revisions as required to ensure continued compliance with the Occupational Health and Safety Act and applicable legislation.
- 3) All time spent in attendance at Joint Committee Meetings or in activities relating to the function of the Joint Committee will be paid for at the member's appropriate rate of pay for performing work, and the time spent is to be considered as time at work.

**Structure of The Joint Health and Safety Committee:**

- 1) The Joint Health and Safety Committee shall consist of worker members who do not exercise managerial functions and up to an equal number of members from management. Worker members shall be selected by their respective representative group.
- 2) The Joint Committee shall meet at least once in each quarter of the year as determined by the committee.
- 3) There shall be two (2) co-chairpersons, one from the employer and one from the workers appointed for one (1) year. They shall alternate the chair at meetings. They will not normally be designated as members of the Action Group. They shall be elected at the first meeting of the school year.

**Page 3 - Policy 7010**

- 4) Additional persons may be invited by the Joint Committee to attend a meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.
- 5) Alternates will replace designated members on the committee, as required.
- 6) Upon a resignation, the resigner shall inform his/her respective representative group and the Joint Health and Safety Committee of his/her intention to resign as a member. The Joint Health and Safety Committee shall request, in writing, that a replacement member be named.
- 7) The Joint Committee shall have a minimum of one certified member representing the employer and one certified member from each of the north district, east district and City representing the workers.

**Functions of the Joint Committee:**

- 1) The Joint Committee must become familiar with the Occupational Health and Safety Act and assure compliance with the Act and its regulations.
- 2) The functions of the Joint Committee shall be:
  - a) to identify, inspect, evaluate and recommend a resolution of all matters pertaining to health and safety in the workplace to appropriate senior management.
  - b) the Director (or Designate) shall respond in writing within twenty-one (21) days to the Co-chairpersons with regard to written recommendation(s) of the Joint Committee by giving their assessment of the problem and outlining the person(s) responsible for resolving the matter along with a timetable for implementing the recommendation(s) with which the employer agrees. If the employer disagrees with or does not accept any recommendation(s), reasons for the disagreement will be stated.
  - c) to deal with any health and safety matter that the committee deems appropriate including all Regulations, W.H.M.I.S. and Designated Substances.
  - d) to be resource to the Workplace Health and Safety Sub-Committee.
  - e) to provide written performance evaluation of the Joint Health and Safety system annually, (Annual Report to the Board).
  - f) to be a resource to the employer for the development of instruction and training programs for the identification of hazardous materials or hazardous physical agents.

**Page 4 - Policy 7010**

- g) to communicate and assure implementation of all practices as outlined in the Huron-Superior Catholic District School Board Occupational Health and Safety Procedures Manual.

**Minutes of Meetings - Joint Health and Safety Committee:**

- 1) Minutes of meetings are to be recorded, circulated and filed. They shall be reviewed and signed by the co-chairpersons prior to circulation. They shall be circulated as soon as possible.
- 2) Distribution of minutes shall be as follows:
  - a) Committee members and alternates
  - b) Workplace Sub-Committees (Post in Workplace)
  - c) Director, Superintendents and Manager of Plant Services
  - d) Presidents of Employee Organizations
- 3) Names of Joint Committee members will not be used in the minutes except to record attendance, or for the purpose of receiving specific direction from the Joint Committee.

**Quorum:**

The Joint Committee shall have a quorum of (50% +1) members present in order to conduct business.

One co-chairperson must be in attendance.

The number of employer members shall not be greater than the number of worker members.

**Meeting Agenda - Joint Health and Safety Committee:**

- 1) The co-chairpersons will prepare an agenda and forward a copy of the agenda to all committee members one (1) week in advance of the meeting.
- 2) The committee may accept any items as proper for discussion and resolution pertaining to health and safety but shall not amend, alter, subtract from, or add to, any terms of collective agreements.

## **Page 5 - Policy 7010**

- 3) All items raised from the agenda during the course of the meeting shall be dealt with on the basis of consensus rather than vote.
- 4) All items that are resolved will be reported in the minutes. Unresolved items will be placed on the agenda of the next meeting.
- 5) Where an impasse has been reached on an item it shall be referred to the Ministry of Labour for legal application or interpretation.
- 6) Committee members shall be entitled to one (1) hour or such longer period of time as the Joint Committee determines is necessary to prepare for each Joint Committee Meeting.

### **ACTION GROUP**

#### **General:**

The Action Group shall be responsible for a family of workplaces designated by the Joint Health and Safety Committee. The Action Group is intended to provide a prompt response to concerns of the

Workplace Health and Safety Sub-Committee when assistance is required.

- (a) When action is urgently required for hazard control measures which fall outside of the assigned authority or available resources of the Workplace Health and Safety Sub-Committee, the Action Group on behalf of the Joint Health and Safety Committee, may make recommendations directly to the Director of Education or designate without waiting for the next Joint Health and Safety Committee meeting, but with notification to the co-chairpersons.
- b) The recommendation will be documented and forwarded in writing and sent to both chairpersons of the Joint Committee and to the Workplace Health and Safety Sub-Committee concerned.

#### **Members of the Action Group:**

The Action Group shall be composed of selected members of the Workplace Health and Safety Sub-Committee as detailed in the Terms of Reference. In addition the Action Group shall normally have

## **Page 6 - Policy 7010**

two members of the Joint Committee - one management and, at least, one worker representative as designated by the Joint Committee.

Members will be designated by the Joint Committee.

### **Functions of the Action Group:**

- 1) To conduct joint audits of assigned workplaces, a minimum of twice a year.
- 2) To assist and cooperate with the Workplace Health and Safety Sub-Committees to meet the intent of the Occupational Health and Safety Act.
- 3) To resolve disputes within the Workplace Health and Safety Sub-Committee.
- 4) To recommend immediate action as required.
- 5) To act as liaison to the Workplace Health and Safety Sub-Committees and the Joint Health and Safety Committee.

### **Action Group Meetings:**

The Action Group meets on an ad hoc basis.

## **WORKPLACE HEALTH AND SAFETY SUB-COMMITTEE**

### **General:**

- 1) The first level of responsibility for hazard identification and control rests with the principal/supervisor of the workplace. This responsibility is legislated through the Occupational Health and Safety Act.
- 2)
  - a) All employees are encouraged to discuss their Occupational Health and Safety concerns with their immediate supervisor before bringing it to the attention of the Joint Committee.
  - b) All reasonable measures, which fall within the assigned authority and available resources at this level, must be taken to control the hazards identified.

**Page 7 - Policy 7010**

- 3) Joint inspections of the workplace, or parts of the workplace, shall be conducted by the Workplace Health and Safety Sub-Committee once a month.
- 4) The Action Group may be accessed for advice and assistance or for immediate action if the timing of the next Joint Health and Safety Committee meeting is inconvenient.
- 5) Disputes in the Workplace Health and Safety Sub-Committee may also be referred to the Action Group for resolution.

**Members of the Workplace Health and Safety Sub-Committee:**

- a) Principal/Supervisor of workplace
- b) Academic worker as selected by the workers they represent
- c) Non-academic worker as selected by workers they represent

**Functions of the Workplace Health and Safety Sub-Committee:**

- 1) To conduct joint inspections and identify hazards in part of their workplace once a month, so that the whole workplace is inspected once a year, as outlined in the Health and Safety Procedures Manual. The members representing workers shall inspect the physical condition of the workplace(s) at least once a month. Where and when possible, the principal/supervisor shall accompany the worker member. All Occupational Health and Safety concerns raised during the physical inspection will be recorded on an appropriate workplace inspection form and signed by member(s) performing the inspection.
- 2) To control Health and Safety hazards within assigned authority and available resources.
- 3) To make recommendations for control of Health and Safety hazards beyond assigned authorities and available resources.
- 4) To familiarize workers with the activities of the Joint Health and Safety Committee.
- 5) To post current minutes, notification and communications dealing with Health and Safety matters and to maintain the Health and Safety Bulletin Board.
- 6) To assist with the investigation of Health and Safety matters within the workplace, including accident investigations, Ministry of Labour inspections, workplace testing and work refusals.