



**STRUCTURE AND FUNCTION**

**OF THE MULTI-SITE**

**JOINT HEALTH AND SAFETY COMMITTEE**

Agreement Between

Huron-Superior Catholic District School Board

and

Ontario English Catholic Teachers' Association

Canadian Union of Public Employees

Non-Union Employees

Ontario Secondary School Teachers' Federation

Effective MAY 31, 2018

REFERENCE TO POLICY 6003

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# PREAMBLE

## Article 1

1. The Huron-Superior Catholic District School Board is vitally interested in the health and safety of its employees and has passed a policy that confirms this commitment (Appendix "E" – Policy 6003). It is the policy of the Huron-Superior Catholic District School Board to provide its employees with a safe, healthy working environment in order to conduct all operations safely, and to prevent injuries to person(s) and damage to property. Safety starts with planning and continues through design, purchasing, construction, operation and maintenance. All practical steps shall be taken to maintain a safe, healthy workplace by promoting proper working conditions. All supervisors must be dedicated to the continuing objective of reducing risk and injury and each employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Board and within the context of the legislation.
2. The Occupational Health and Safety Act requires the establishment of Joint Health and Safety Committees where twenty or more workers are regularly employed at a workplace.
3. The Huron-Superior Catholic District School Board operates under a multi-site agreement as approved by the Ministry of Labour. (Occupational Health & Safety Act, Section 9.3.1.) The parties acknowledge that this multi-site agreement applies to all Huron-Superior Catholic District School Board work sites as listed in Appendix "A".
4. It is our firm belief that through joint education programs, joint investigations of concerns in the workplace and joint resolutions of those concerns, just rewards will be enhanced for all, and the workplace will be made safe and healthy for all employees.
5. The parties acknowledge that the proper functioning of the Joint Health and Safety Committee (known hereafter as the Committee) can only be carried out where the representatives of the employer and of the workers are committed to these responsibilities. The undersigned undertake to make decisions that will be carried out by their respective organizations, and develop an effective internal responsibility system for resolution of Occupational Health and Safety concerns or issues.
6. The parties hereto adopt these guidelines in good faith and agree to promote and assist the Joint Health and Safety Committee whenever and wherever possible.

# DEFINITIONS

## Article 2

The following definitions shall include the definitions as set out in the Occupational Health and Safety Act Section 1(1).

1. **“The Act”** shall mean the Occupational Health and Safety Act.
2. **“Certified Employer Member”** shall mean any person selected by the employer to become certified.
3. **“Certified Worker Member”** shall mean any worker selected by the workers they are to represent, who is to become certified.
4. **“Committee”** shall mean the Joint Health and Safety Committee for the Huron-Superior Catholic District School Board.
5. **“Committee Action Groups”** shall mean JHSC members assigned to represent a family of workplaces.
6. **“Designated Worker”** shall mean the worker who has been selected by the workers they are to represent at each of their individual worksites.
7. **“Workplace”** shall mean all of the schools and locations within the Huron-Superior Catholic District School Board.
8. **“Employer”** shall mean the Huron-Superior Catholic District School Board.
9. **“Supervisor”** shall mean any person who has charge over a worksite and authority over a worker. (Example: Principal, Vice-Principal, Manager)
10. **“Worker”** shall mean any person who is employed by the Huron-Superior Catholic District School Board.
11. **“Critical Injury”** means an injury of a serious nature that:
  - places life in jeopardy
  - produces unconsciousness
  - results in substantial loss of blood
  - involves the fracture of a leg or arm but not fingers or toes
  - involves the amputation of a leg, arm, hand or foot but not a finger or toe
  - consists of burns to a major portion of the body; or
  - causes the loss of sight in an eye

## COMMITTEE STRUCTURE

### Article 3

1. The Committee shall consist of worker members who do not exercise managerial functions and up to an equal number of members from management.
2. Worker members shall be selected by their respective representative workplace party. Management members shall be selected by the employer.
3. The workplace parties shall be represented on the committee as follows:
  - (i) Worker Representation
    - Sault Ste. Marie: Eight (8) workers including at least 5 certified members, evenly distributed geographically, as much as possible. Within the Eight (8) positions, there should be at least one representative from each of the worker parties (The worker parties are listed in Article 25).
    - North District: One (1) member who shall be certified, representing Chapleau, Hornepayne, Wawa and White River.
    - East District: Two (2) members, both of whom shall be certified, one representing Blind River and Elliot Lake and one representing Espanola and Massey.
  - (ii) Management Representation:
    - As a minimum, Management shall be represented on the committee as follows:
      - Sault Ste. Marie: Three (3) members
      - North District: One (1) member
      - East District: One (1) memberAt least three employer members shall be certified, with at least one certified employer member in each of the Sault Ste. Marie, East District and North District.
  - (iii) Certification training shall be provided for all Committee Members – noting the minimum requirements above.
4. There shall be two (2) co-chairs, one (1) from the employer and one (1) from the workers. The Worker Members of the Committee shall choose the Worker Co-chair and the Employer Members shall choose the Employer Co-chair. They will be elected at the first meeting of the school year for one (1) year.
5. Additional persons may be invited by the Committee to attend a meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.

6. Presidents of the workplace parties and the Director of Education may attend any Committee meeting as an ex-officio member.
7. A list of the Committee members shall be posted on the Health and Safety bulletin boards in each workplace (See Appendix B).
8. A family of workplaces, determined geographically, shall be assigned to Committee members; preferably two members, consisting of at least one worker member, for each family. These pairs of members shall be referred to as Committee Action Groups.
9. The Committee Action Group shall represent a Family of Workplaces as designated by the Committee at the commencement of each Committee year.
10. A list of the Committee Action Groups shall be posted on the Health and Safety Bulletin Board in each workplace (See Appendix C).
11. Each workplace within the Huron-Superior Catholic District School Board shall have a minimum of one (1), but preferably two (2), Designated Workers, represented as follows:
  - an academic representative selected by the workers (teachers) they represent (if applicable),
  - a non-academic representative selected by the worker (support staff) they represent (if applicable).The Designated Workers shall represent all workers at the workplace.
12. The Designated Workers do not form part of the Committee and shall not be required to attend Committee meetings, unless requested to attend by the Co-chairs.
13. A list of the Designated Workers for each workplace shall be posted on the Health and Safety bulletin board (See Appendix D).
14. The Terms of Office for Committee Members and Designated Workers shall normally be for the school year, which is September 1 to August 31. However, it is the expectation that Committee members will serve for a period of at least three (3) years.
15. Upon a resignation, the resignee shall inform his/her respective representative party and the Committee of his/her intention to resign as a member. The Committee shall request, in writing, that a replacement member be named.
16. The employer reserves the right to replace its members or designates. The workplace parties reserve the right to replace their respective members and designates before the term is completed.
17. Vacancies shall be filled as quickly as possible.

# FUNCTIONS OF COMMITTEE

## Article 4

1. The functions of the Committee shall be:
  - a) identify situations that may be a source of danger or hazard to workers;
  - b) make recommendations to the employer and the workers for the improvement of the health and safety of workers;
  - c) recommend to the employer and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers;
  - d) obtain information from the employer respecting,
    - i) the identification of potential or existing hazards of materials, processes or equipment, and
    - ii) health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge.
  - e) obtain information from the Employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and
  - f) be consulted about, and have a designated member representing workers be present at the beginning of, testing referred to in clause (e) conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.
2. A Committee member may accompany a Ministry of Labour Inspector during the inspection of the workplace.
3. Personal medical information or any information that could be considered an invasion of personal privacy that is revealed through the operation of the Committee will be kept confidential by all Committee members.

# **FUNCTIONS OF COMMITTEE ACTION GROUP**

## **Article 5**

1. The functions of the Committee Action Group, in addition to those listed in Article 4, shall be:
  - a) to inspect/audit its family of workplaces;
  - b) to investigate work refusals in its family of workplaces;
  - c) to investigate critical and fatal accidents which occur in its family of workplaces;
  - d) to liaise with Designated Workers in its family of workplaces.
  - e) to initiate work stoppages.



## **FUNCTIONS OF THE DESIGNATED WORKER**

### **Article 6**

1. The functions of the Designated Worker shall be:
  - a) to inspect the physical condition of their workplace
  - b) to be present during the investigation of a work refusal in their workplace to support the Committee Worker Member.
  - c) to accompany a Ministry of Labour Inspector during the inspection of their workplace, if requested to do so by the inspector.
  - d) to participate in non-critical and non-fatal accident investigations in their workplace.
  - e) to act as a liaison to the Committee.
2. The Designated Worker does not become a member of the Committee and does not exercise full rights and responsibilities of a Committee Member.
3. The Designated Worker may, at any time, forward Health and Safety concerns to the Committee for review and discussion.

## MEETINGS OF THE COMMITTEE

### Article 7

1. The Committee will meet at least once every three (3) months in person. However, in the event of inclement weather conditions, videoconference arrangements may be made for those who cannot attend in person. Use of videoconference shall be the exception to the general practice.
2. A Co-Chairperson may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comments, but they shall not participate in the regular business of the meeting.

## **CO-CHAIRPERSONS**

### **Article 8**

There shall be two (2) Co-Chairpersons, one (1) from the employer and one (1) selected by the worker members of the Committee, appointed for a definite period of one year, who shall alternate the chair at meetings.

# MEETING AGENDA

## Article 9

1. The Co-Chairpersons will prepare an agenda and forward a copy of the agenda to all Committee members at least one (1) week in advance of the meeting.
2. The Committee may accept any item as proper for discussion and resolution pertaining to health and safety, except to amend, alter, subtract from or add to, any terms of the Collective Bargaining Agreement.
3. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than by voting.

# MINUTES OF MEETINGS

## Article 10

1. The employer will provide a secretary for the meeting to take minutes and be responsible for having the minutes typed, circulated and filed within two (2) calendar weeks of the meeting.
2. The minutes of meetings will be reviewed and edited, where necessary, by the Co-Chairpersons, then signed and copies distributed as follows:
  - Committee Members and alternates
  - Management person responsible for health and safety
  - Workplace Designate
  - Director of Education
  - Superintendents
  - Principals
  - Supervisors
  - Presidents of Workplace Parties
3. Where an item raises policy issues, it shall be referred to the Director of Education for consideration and written reports will be filed with the Joint Committee.
4. The minutes of the Joint Health and Safety Committee meeting shall be posted at all workplaces on the Occupational Health and Safety bulletin board. The minutes shall remain posted on the Health and Safety bulletin board until replaced by the most recent minutes. Minutes removed from the bulletin board shall be placed in the Workplace Health and Safety Minutes binder, for a two year period.
5. Copies of minutes of previous meetings and/or written correspondence will be supplied for examination and review by an inspector upon request.

# QUORUM

## Article 11

1. The Committee shall have a quorum of (50% +1) present in order to conduct business. One Co-Chairperson must be present in order to conduct business. If a Co-Chairperson is absent, the other Co-Chairperson will chair the meeting.
2. The number of employer members shall not be greater than the number of worker members.

## **COMMITTEE RECOMMENDATIONS**

### **Article 12**

Upon receipt of written recommendations from the Committee, the Employer will respond in writing within twenty-one (21) days to the Co-Chairpersons, giving an assessment of the matter, outlining who is responsible for resolving the matter and the timeframe in which the matter will be resolved. The employer shall provide a reason in writing for not implementing a recommendation.

If the committee has failed to reach consensus about making recommendations after attempting in good faith to do so, either co-chair of the committee has the power to make written recommendations to the employer.

# UNRESOLVED ITEMS

## Article 13

1. Items unresolved by the Committee will be referred to the Co-Chairpersons of the Committee to attempt to resolve the outstanding issues. Co-Chairpersons may access additional resources or expertise to find a resolution.
2. The Co-Chairpersons will report back to the Committee by the next scheduled meeting.
3. Any outstanding health and safety components shall have interim safety measures until the problem can be resolved.
4. All items that are resolved or not resolved will be reported in the minutes.



## **PAYMENT FOR ATTENDANCE AT MEETINGS**

### **Article 14**

All time spent in attendance at Committee meetings or in activities relating to the function of the Committee shall be deemed to be work time and shall be paid by the Board, as per the respective Worker Member(s) Collective Bargaining Agreement.

# WORKPLACE INSPECTION – DESIGNATED WORKERS

## Article 15

1. The Designated Worker(s) who has been selected by the workers, will inspect the workplace, accompanied by the Supervisor, if available.
2. Designated Worker shall inspect their respective workplaces on a monthly basis, except as noted in #4 below, from September to June.
3.
  - a) All high risk areas which include but are not limited to, technical shops, science laboratories, art rooms and mechanical rooms shall be inspected monthly as well as academic classrooms in rotation to ensure that all classrooms are inspected every three months in facilities with 20 or more classrooms.
  - b) All high risk areas which include but are not limited to, technical shops, science laboratories, art rooms and mechanical rooms shall be inspected monthly as well as academic classrooms in rotation to ensure that all classrooms are inspected every two months in facilities with more than 10 classrooms but less than 20 classrooms.
  - c) All high risk areas which include but are not limited to, technical shops, science laboratories, art rooms and mechanical rooms shall be inspected monthly as well as academic classrooms in rotation to ensure that all classrooms are inspected every month in facilities with 10 or less classrooms.
4. During the months of July and August, where there are more than 5 workers present, Designated Workers shall conduct inspections of the workplace. (Example: Education Centre).
5. The Designated Worker(s) who conducted the inspection shall complete the appropriate Inspection Report Form. The form shall be signed by the Designated Worker(s) and submitted to the workplace supervisor. Where the Supervisor is not available to participate in the inspection, a copy of the inspection report shall be provided to the Supervisor upon completion of the inspection. The Supervisor shall submit a copy of the signed inspection form to the Plant Department before the end of each month.
6. If, during the course of an inspection, it is determined that action is needed, the Supervisor is responsible for implementing an appropriate action or response in order to effectively control the hazard. The supervisor shall indicate, in writing on the inspection form, the planned action.
7. Copies of the most recent Inspection Report forms shall be posted on the workplace H&S bulletin board. Past inspection reports forms shall be placed in the workplace inspection binder, by the Supervisor, for a period of two (2) years.
8. Worker members of the Committee may accompany the Workplace Designated Worker during their inspections.

# WORKPLACE INSPECTION – COMMITTEE ACTION GROUPS

## Article 16

1. The Committee shall determine the scheduling of workplace inspections/audits by the Committee Action Groups, at the start of the Committee's year, giving consideration to the following recommended months: November and May. The schedule will be developed using a group of workplaces that will be inspected by the Committee Action Group a minimum of twice a year.
2. The inspection/audit schedule shall be communicated to the Workplace Designated Workers and Workplace Supervisors.
3. Supervisors shall ensure that at least one Designated Worker is available to meet with the Committee Action Group during the inspection/audit of their respective workplaces.
4. The Committee Action Groups shall report any concerns arising from the inspection/audit at the next Committee meeting.

## **ACCIDENT STATISTICS**

### **Article 17**

Board statistics concerning accidents, first aid, lost time and health care concerns, injuries, fatalities, occupational illnesses and diseases are to be provided at each regular meeting of the Committee to identify trends and patterns.

# CRITICAL INJURY/FATALITY

## Article 18

1. When a person is killed or is critically injured, ***no person shall*** interfere with, disturb or destroy, alter or carry away any wreckage, articles or things at the scene of or connected with the occurrence until permission to do so has been given by a Ministry of Labour Inspector, *except for the purpose of:*
  - a) saving a life or relieving human suffering
  - b) maintaining an essential public utility service or a public transportation system or;
  - c) preventing unnecessary damage to equipment or other property
2. The workplace supervisor or designate shall immediately notify the Human Resources Department Office of the injury and secure the scene.
3. The Human Resource Department Office shall, upon notification, contact:
  - a) the Ministry of Labour Office
  - b) the JHSC Co-chairs
  - c) the appropriate Committee Action Group Members
  - d) the appropriate academic or non-academic senior administrator
  - e) the Benefits Administrator
  - f) the Director of Education
  - g) the union of the injured worker
4. The Committee Co-Chair representing workers will designate one (1) certified worker member and the Board will designate one (1) certified employer member closest to the scene to conduct an investigation.

# PROCESS FOR CONCERNS OF EMPLOYEES

## Article 19

1. All employees will be expected to discuss their health and safety concerns with their immediate supervisor. If the matter is resolved, it is not necessary to document it in writing. Notwithstanding, the concern may be reported directly to the Committee Action Group member in consultation with the workplace's Designated Worker(s). An Occupational Health and Safety Concern Form (See Appendix F) shall be available to formally document such issues at the discretion of the employee raising the concern. All concerns will be thoroughly investigated and factual information pertaining to the issue must be freely exchanged when seeking the resolution to a concern.
2. Where the employee's concern has not been addressed by the supervisor, all the facts of the matter will be brought to the Committee for their consideration. Resolution of concerns will be reported in the minutes.

# WORK REFUSALS

## Article 20

1. A worker may refuse to work or do particular work where he or she has reason to believe that,
  - a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
  - b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;
  - bi) workplace violence is likely to endanger himself or herself.
  - c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of the Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

2. Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker and, in the presence of a Committee Member who represents workers. Where possible, the worker member shall be a certified member. The worker member shall be made available by the employer to attend the investigation. The Designated Worker may be present during the investigation to support the Committee Worker Member.

3. Until the investigation is completed, the worker shall remain,
  - a) in a safe place that is as near as reasonably possible to his or her work station;
  - b) available to the employer or supervisor for the purpose of the investigation.

The employer may assign the worker reasonable alternative work during the worker's normal working hours.

4. Where, following the investigation or any steps taken to deal with the circumstances that caused the worker to refuse to work or do particular work, the worker has reasonable grounds to continue to refuse to work or do particular worker, the employer or the worker or a person on behalf of the employer (example: Supervisor) or a person on behalf of the worker (example: Committee Worker Member) shall notify the Ministry of Labour.
5. Ministry of Labour Inspector shall investigate the refusal to work in consultation with the

Employer or a person representing the employer, the worker, and the Committee Worker member.

6. Pending the investigation and decision of the inspector, no worker shall be assigned to use or operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless, in the presence of the Committee Worker member, the worker has been advised of the worker's refusal and of his or her reasons for the refusal.
7. Information concerning a work refusal will be posted on the Occupational Health and Safety bulletin board at each work site. (Refer to Appendix "H" for the process)
8. The Board shall provide training to all employees on the work refusal process.
9. The right to refuse work does not apply to a teacher where the circumstances are such that the life, health and safety of a pupil is in imminent jeopardy.



# WORK STOPPAGE

## Article 21

1. A certified member who has reason to believe that dangerous circumstances exist at a workplace may request that a supervisor investigate the matter and the supervisor shall promptly do so in the presence of the certified member. Also, a Designated Worker who has reason to believe that dangerous circumstances exist at his/her workplace, may contact a certified member.

“Dangerous circumstance” means a situation in which,

- a) a provision of this Act or the regulations is being contravened,
  - b) the contravention poses a danger or a hazard to a worker, and
  - c) the danger or hazard is such that any delay in controlling it may seriously endanger a worker.
2. The certified member may request that a second certified member representing the other workplace party investigate the matter if the first certified member has reason to believe that dangerous circumstances continue after the supervisor’s investigation and remedial actions, if any.

The second certified member shall promptly investigate the matter in the presence of the first certified member.

3. If both certified members find that the dangerous circumstances exist, the certified member may direct the constructor or employer to stop the work or to stop the use of any part of a workplace or of any equipment, machine, device, article or thing.
4. The constructor or employer shall immediately comply with the direction and shall ensure that compliance is effected in a way that does not endanger a person.
5. If the certified members do not agree whether dangerous circumstances exist, either certified member may request that an inspector investigate the matter and the inspector shall do so and provide the certified members with a written decision.
6. After taking steps to remedy the dangerous circumstances, the constructor or employer may request the certified members or an inspector to cancel the direction.

The certified members who issued a direction may jointly cancel it or an inspector may cancel it.

7. Information concerning a work stoppage will be posted on the Occupational Health and Safety bulletin board at each work site (Appendix I).
8. The Board shall provide training to all employees on work stoppages.

## **WORKPLACE TESTING**

### **Article 22**

1. Any worker member of the Committee shall obtain information from the employer concerning the conducting or taking of tests of equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety.
2. The worker member of the Committee shall be consulted about and is entitled to be present at the beginning of testing in or about the workplace, if the worker representative believes his or her presence is required, to ensure that valid testing procedures are used or to ensure that the test results are valid.

# TRAINING

## Article 23

1. In order to effectively carry out their duties, Workplace Designates and Committee Members shall receive training, developed in consultation with the Committee. The time spent at training shall be deemed as work time for which payment will be made at the regular or premium rate as may be proper.
2. Training shall be provided as follows:

### Committee Members:

- Workplace Inspections
- Accident Investigations
- Work Refusal
- Violence in the Workplace
- The Act and Regulations
- Critical Injury
- Work Stoppage

### Workplace Designates:

- Workplace Inspections
- Accident Investigation (Non-critical/Non-fatal only)
- Work Refusal

3. Certification training shall be provided for Committee Members. There shall be at least eight (8) certified worker members, distributed as follows:

Sault Ste. Marie - 5 members

North District - 1 member

East District – 2 members

Management shall have at least three (3) certified Employer Members.

# **ANNUAL REVIEW OF AGREEMENT**

## **Article 24**

1. The Committee shall review this Agreement and the effectiveness of the Committee at least annually and recommend revisions as required.
2. Any amendments, deletions or additions to this Agreement must have the consensus of the Committee and the approval of the Ministry of Labour.

# ACCEPTANCE AGREEMENT

Article 25

## STRUCTURE AND FUNCTION

### OF THE MULTI-SITE

### JOINT HEALTH AND SAFETY COMMITTEE

*The parties hereto adopt these guidelines in good faith.*

FOR THE HURON-SUPERIOR CATHOLIC  
DISTRICT SCHOOL BOARD

FOR THE WORKERS

\_\_\_\_\_  
Director of Education

\_\_\_\_\_  
C.U.P.E. President

\_\_\_\_\_  
Principal

\_\_\_\_\_  
O.E.C.T.A. President

\_\_\_\_\_  
Superintendent of Business

\_\_\_\_\_  
Non-Unionized Employees

\_\_\_\_\_  
O.S.S.T.F. President

Signed at \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

## APPENDIX “A”

### LIST OF WORKPLACES (October 20, 2020)

Sault Ste. Marie	Location	Telephone	No. of Employees	No. of Certified Workers	No. of Certified Managers
Holy Cross	16 Texas Ave.	705-945-5532	55		
Holy Family	42 Rushmere Dr.	705-945-5519	40	1	
Our Lady of Lourdes	319 Prentice Ave.	705-945-5416	40	6	1
St. Basil	250 St Georges Ave E.	705-945-5555	80	9	1
St. Francis Fl	147 Brookfield Ave.	705-945-5420	40	4	
St. Mary’s Fl	124 Gibbs St.	705-945-5531	40	6	
St. Paul	78 Dablon St.	705-945-5428	50	3	
St. Mary’s College	868 Second Line E.	705-945-5561	91	4	
Holy Angels Learning Centre	102 Wellington St. E.	705-945-5689	12	1	
Catholic Education Centre	90 Ontario Ave.	705-945-5400	23		2
Mount St. Joseph Centre	100 Ontario Ave.	705-945-5650	47	5	2
St. Kateri O.L. Centre	1539 Goulais Ave.	705-945-5668	2		
Carpenter Shop	1 Blake St.	705-945-5435	2		
<b>East District</b>					
St. Mary’s (B.R.)	25 Michigan Ave. Blind River	705-356-7621	29	2	
Our Lady of Fatima (E.L.)	140 Hillside Dr. N, Elliot Lake	705-848-2204	28	2	
Our Lady of Lourdes (E.L.)	139 Mississauga Ave Elliot Lake	705-848-3421	35	3	1
St. Mary (Massey)	290 Algoma Ave., Massey	705-865-2772	25	2	1
Sacred Heart (Espanola)	272 Mead Blvd., Espanola	705-869-4070	35	2	
<b>North District</b>					
Our Lady of Fatima (Chapleau)	14 Strathcona St., Chapleau	705-864-1081	12		
St. Basil’s (White River)	300 Spruce St., White River	807-822-2411	15		1
St. Joseph (Wawa)	2 Arnott St., Wawa	705-856-4521	16	3	
Holy Name of Jesus (Hornepayne)	59 Neesomadina Ave.	807-868-2452	10		

## APPENDIX “B”

### JOINT HEALTH AND SAFETY COMMITTEE 2020 – 2021

Member	Representing	Workplace
Steve Brown	Management	Education Centre
Kathleen McAuley	Management	Education Centre
Christine Durocher	Management	Education Centre
Marnie McDonald	O.E.C.T.A.	O.E.C.T.A. Office
Stephanie Moreau	O.E.C.T.A.	St. Mary - Massey
Ollie Viotto	O.E.C.T.A.	St. Mary's College
Crystal Krauter	C.U.P.E .	St. Mary's French Immersion
Lucio Secondi	C.U.P.E. - Plant	Education Centre/Holy Family
Susan Metzger	C.U.P.E. - E.A.	St. Basil
Barb Szkarlat	CUPE - Clerical	St. Mary's F.I.
Amy Eckford	CUPE – ECE	St. Basil
Yvon Sanche	C.U.P.E. - Plant	Our Lady of Lourdes - Elliot Lake
Bonnie Dupuis	Non-Union	Education Centre
Chris Vuorensyrja	CPCO	St. Mary, Massey
Laurie MacEachern	CPCO	Holy Name of Jesus, Hornepayne
	O.S.S.T.F.	

**PLEASE POST ON HEALTH & SAFETY BULLETIN BOARD**  
**Thank You**

## APPENDIX “C”

### SAULT STE. MARIE JOINT HEALTH & SAFETY ACTION GROUPS 2020 - 2021

<b>ACTION GROUP 1</b>	<b>ACTION GROUP 2</b>	<b>ACTION GROUP 3</b>	<b>ACTION GROUP 4</b>
<b>JHSC Members</b> M. McDonald O. Viotto	<b>JHSC Members</b> L. Secondi B. Dupuis	<b>JHSC Members</b> K. McAuley C. Krauter A. Eckford	<b>JHSC Members</b> B. Szkarlat S. Metzger
<b>Holy Cross</b>	<b>St. Mary's FI</b>	<b>St. Francis FI</b>	<b>St. Basil</b>
<b>Mount St. Joseph Centre</b>	<b>Holy Angels</b>	<b>Our Lady of Lourdes</b>	<b>St. Mary's College</b>
<b>Education Centre</b>	<b>St. Paul</b>	<b>St. Kateri (Camp Korah)</b>	<b>Holy Family</b>
	<b>Carpenter Shop</b>		

**PLEASE POST ON HEALTH & SAFETY BULLETIN BOARD**  
**Thank You**



## APPENDIX “C”

### DISTRICT JOINT HEALTH AND SAFETY ACTION GROUPS 2020-2021

**ACTION  
GROUP  
5**

**ACTION  
GROUP  
6**

**ACTION  
GROUP  
7**

**JHSC Members**  
L. MacEachern

**JHSC Members**  
Y. Sanche  
C. Vuorensyrja

**JHSC Members**  
S. Moreau  
C. Vuorensyrja

**Our Lady of Fatima  
(Chapleau)**

**Our Lady of Fatima  
(Elliot Lake)**

**Sacred Heart  
(Espanola)**

**St. Joseph  
(Wawa)**

**Our Lady of  
Lourdes  
(Elliot Lake)**

**St. Mary’s  
(Massey)**

**St. Basil  
(White River)**

**St. Mary’s  
(Blind River)**

**Holy Name of  
Jesus  
(Hornepayne)**

**PLEASE POST ON HEALTH & SAFETY BULLETIN BOARD**  
**Thank You**

## APPENDIX “D”

### SAULT STE. MARIE WORKPLACES JOINT HEALTH & SAFETY DESIGNATED WORKERS 2020-2021

WORKPLACE	SUPERVISOR Representative	DESIGNATED Representative	
HOLY CROSS	Larry Pezzutto Corey Gardi	Cathy Falsetto Marty Montgomery	Jenn Marshall
HOLY FAMILY	Paul Best Michaela Sheehan	Mike Parr	Fred Luck Carla D'angelo
OUR LADY OF LOURDES	Franca Spadafora	Laura Coccimiglio	Annette Yanni
ST. BASIL	Fil Lettieri	Christine Chilelli	Susan Metzger Thea Cripps
ST. FRANCIS FI	Carmela Roznik	Tracy Connell	Angela Hill
ST. MARY'S FI	Rachel Biedermann	Jean Carriere	Crystal Krauter
ST. PAUL	Linda Legacy	Lisa Coccimiglio	Monique Pertteli
HOLY ANGELS L. C.	Domenic Rosso	Lori Marano	Joanne Barton
ST. MARY'S COLLEGE	Colleen Hannah Tiziana Palumbo	Stephanie Parniak	Brock Dewar Jason Matte
MOUNT ST. JOSEPH	Derek Warmington	Sister Pat Carter	Bonnie Dupuis
ST. KATERI O.L.C.	Danny Viotto	Greg Sicoly	
EDUCATION CENTRE	Chris Spina	Karen Biocchi	
CARPENTER SHOP	Dave Coccimiglio	Adam Calcafuocco	

**PLEASE POST ON HEALTH & SAFETY BULLETIN BOARD**  
**Thank You**

DISTRICT WORKPLACES JOINT HEALTH & SAFETY  
WORKPLACE SUB-COMMITTEES (2020-2021)

WORKPLACE	SUPERVISOR Representative	DESIGNATED Representatives	
HOLY NAME OF JESUS (Hornepayne)	Laurie MacEachern	Cindy Mackie	Joelle Doiron Amber Vaillancourt
OUR LADY OF FATIMA (Chapleau)	Natalie Tessier	Christine Waugh	Lee Martin
OUR LADY OF LOURDES (Elliot Lake)	Stephane Prevost	Mike Sampson	Yvon Sanche
OUR LADY OF FATIMA (Elliot Lake)	Andrew Chi Christy Fosberg	Patti Roberge	Winona Maillet
SACRED HEART (Espanola)	Syndy Withers	Adam Marolt	Andrea Rodrigue
ST. BASIL (White River)	Shawna Bock	Ray Boucher	Melodie Thibeault
ST. JOSEPH (Wawa)	Nadine Cartledge	Adam Carricato	Stephanie Scheuermann
ST. MARY' S (Blind River)	Andrea Chiblow Tammy Lemieux	Fay Gosselin	Sylvia Berthelot
ST. MARY (Massey)	Chris Vuorensyrja	Stephanie Moreau	Kathy Laforge

**PLEASE POST ON HEALTH & SAFETY BULLETIN BOARD**  
**Thank You**

## *Huron-Superior Catholic District School Board*

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<b>POLICY TITLE:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY</b>	<b>Approved:</b>	<b>September 3, 2003</b>
		<b>Amended:</b>	<b>February 14, 2018</b>
<b>POLICY NO:</b>	<b>6003</b>	<b>Page:</b>	<b>1 of 1</b>

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### **POLICY**

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, as described in the multi-site Joint Health and Safety Agreement.

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><u>REVIEWED</u></b>	Regular Meeting – November 18, 2009 Motion B-88 (unchanged)	i)	Trustees
<b><u>REVIEWED</u></b>	Regular Meeting – June 15, 2011 Motion B-82 (unchanged)	ii)	Administration
<b><u>AMENDED</u></b>	Regular Meeting – February 14, 2018 Motion B-218	iii)	Principals
		iv)	Teaching Personnel
		v)	C.U.P.E.
		vi)	O.S.S.T.F.

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## APPENDIX "F"

### EMPLOYEE HAZARD REPORT (STAGE 1)

**PART 1 – TO BE COMPLETED BY THE EMPLOYEE AND GIVEN TO YOUR SUPERVISOR**

TO: \_\_\_\_\_ FROM: \_\_\_\_\_

WORKPLACE: \_\_\_\_\_

DESCRIPTION OF HAZARD OR SAFETY CONCERN: \_\_\_\_\_

RECOMMENDED SOLUTIONS: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2 – TO BE COMPLETED BY THE SUPERVISOR WITHIN THREE (3) WORKING DAYS OF THE ABOVE DATE**

AGREE  DISAGREE

STATE REASON(S) AND PLANNED ACTION: \_\_\_\_\_

TIME FRAME FOR ACTION: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

c.c. – Employee

**PART 3 – TO BE COMPLETED BY WORKER WITHIN TWO (2) WORKING DAYS**

1. My Supervisor's Response and Planned Action Outlined has:

RESOLVED MY CONCERN  NOT RESOLVED MY CONCERN

2. Supervisor File Report in Health and Safety Bulletin Board Binder or Supervisor forwards copy to Workplace Health & Safety Designate

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX "G" WORKPLACE INSPECTION FORM

Workplace Inspected  
(School/Building): \_\_\_\_\_ For Month of: \_\_\_\_\_

Inspection Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Item No.	Area/Room	Description of Hazard	Repeat Item (yes/no)	Recommended Action	Person Responsible	Resolved (Yes/No)
1.						
2.						
3.						
4.						
5.						

ALL UNRESOLVED HAZARDS:	INSPECTED BY:
1. Complete Employee Hazard Report (Stage) and follow established procedures.	Health & Safety Designated <u>Worker</u> :
2. Forward this form and Employee Hazard Report to Principal/Supervisor/Worker for action	Health and Safety Designated <u>Worker</u> :
3. Designated Worker or JHSC Member files documents in Binder of Health and Safety Bulletin Board	Principal/Supervisor:
	JHSC Member:

## **HAZARD CHECKLIST AND GUIDELINE**

WHERE?:

CLASSROOMS	OFFICE	HALLS	LOUNGES	FOYERS
SHOPS	LABS	CAFETERIA	GYMNASIUM	AUDITORIUM
BUS AREA	PARKING LOT	STORAGE AREA	BOILER ROOM	SHIPPING
WASHROOMS	WORKROOMS	PORTABLES	FIRST AID STATION	

WHAT?:

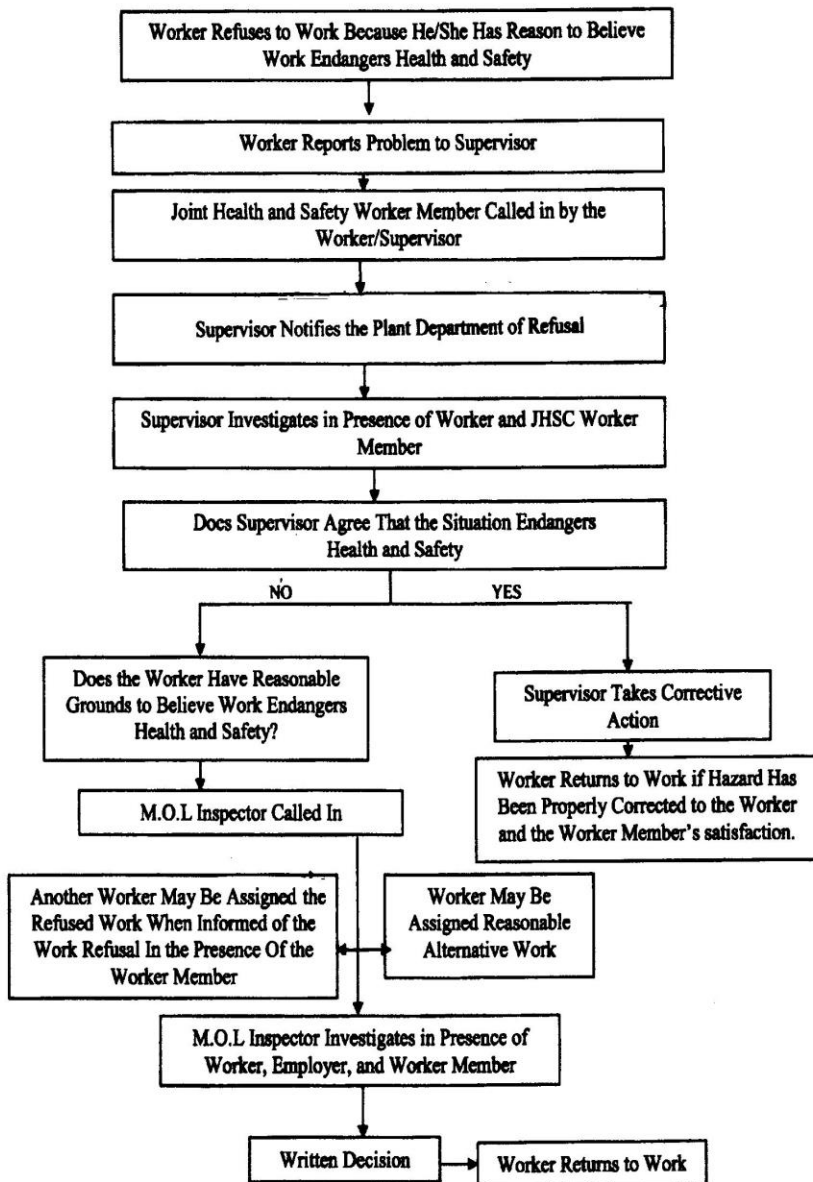
HEALTH & SAFETY BOARD	VENTILATION & TEMPERATURE	YARDS & BUILDINGS	FLOORS, STAIRWAYS & WALKWAYS	LADDERS, SCAFFOLDS, ETC.
EXCAVATIONS	ILLUMINATION & EMERGENCY LIGHTS	SOUND LEVELS	ELECTRICAL EQUIPMENT	HARMFUL MATERIALS
PERSONAL PROTECTIVE EQUIPMENT	WARNING SIGNS	EQUIPMENT	MACHINE GUARDS	HAND TOOLS
PORTABLE POWER TOOLS	HOISTING EQUIPMENT	MATERIAL HANDLING EQUIPMENT	HAZARDOUS MATERIALS	FIRST AID KITS
EYE WASH STATIONS	FIRE PREVENTION	UNSAFE ACTS		

**NOTE:**

1. **PLEASE DO NOT INCLUDE ANY MAINTENANCE ITEMS.**
2. **ALL ISSUES MUST BE EMPLOYEE ISSUES, NOT STUDENT ISSUES.**

## APPENDIX "H"

### WORK REFUSAL PROCESS



**Note:** The right to refuse work does not apply to a teacher where the circumstances are such that the life, health or safety of a pupil is in imminent jeopardy.



## APPENDIX "I"

### WORK STOPPAGE PROCESS

