

<b>THUNDER BAY REGIONAL Health RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE</b>			
Manual:	Joint Health & Safety	SPP No.	<b>JH 2.01</b>
Section:		Issued:	March 31, 2011
Subject:	<b>Role of the Joint Health &amp; Safety Committee</b>	Effective:	March 31, 2011
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	<b>May 1, 2013</b>
Issued by:	Joint Health & Safety Committee	Dated:	September 19, 2019

## **INTRODUCTION**

Thunder Bay Regional Health Research Institute (TBRHRI) and its Joint Health and Safety Committee are committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury in our workplace.

## **PURPOSE**

To reflect the Occupational Health and Safety Act, the main function of the committee shall be:

- To identify, evaluate and recommend resolutions to all matters pertaining to health and safety in the workplace to appropriate senior management.
- To encourage adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.
- To address matters related to all regulations, designated substances and WHMIS where applicable.
- To deal with any matter that the Committee deems appropriate.

## **COMPOSITION OF THE JOINT HEALTH & SAFETY COMMITTEE**

- The Committee shall consist of at least **4** members: (2) members selected by the employer and (2) members selected by the workers. There shall be a minimum of one worker member from each site. Alternates may be allowed, however, they shall only be used in emergency conditions and with the approval of the Co-chairs.
  - There shall be 2 Co-Chairs appointed, 1 from the employer and 1 from the workers; they shall alternate the chair at meetings.
  - Additional persons may attend Committee meetings as guests with the approval of both co-chairs. These additional persons may not participate in the regular business of the meeting.
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- The Committee shall have a minimum of at least 2 specifically trained members, 1 representing workers and 1 representing management. Certified members shall have the power to make a mutual decision to stop work that they consider to be dangerous to the health and safety of workers.
- The Committee shall meet as per the posted schedule, and at a minimum six times per year. (The Co-Chairs will approve changes to meeting dates).

### **INSPECTIONS**

- The Committee members representing workers shall inspect the physical condition of the workplace on a monthly basis.
- The workers member shall inspect the entire workplace annually in accordance with a written schedule established by the Committee. The written schedule will include locations, dates, and workers designated to perform the inspections.
- All occupational health and safety concerns found during the inspection shall be recorded on the Workplace Inspection Report Form and reviewed with the area's Supervisor.
- The worker members conducting the inspection shall forward a copy of the recorded Workplace Inspection Report Form to the Joint Health & Safety Committee for review at their meeting.
- A copy of the inspections shall be forwarded to EMT for reference and posted on the JH&SC boards.

### **ACCIDENTS & ACCOMPANIMENT**

- The Co-chairs will investigate all serious workplace accidents and incidents, which result in death or critical injury. The inspection team will be responsible for overseeing that the requirements prescribed in Section 51 and 52 of the OH&S Act and Sections 5 and 6 of the Regulations for Industrial Establishments are carried out.
  - The Co-chairs will accompany the Ministry of Labour Inspector, while carrying out a Ministry inspection of the workplace.
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- The Co-chairs will participate in work refusals. The EMT and the Ministry of Labour will be informed in writing, the name of the workers so designated.
- The Worker Co-chair member shall be consulted concerning proposed workplace testing strategies related to industrial hygiene and shall be entitled to be present at such testing.

### **MINUTES OF MEETINGS**

- Management will provide or designate a secretary for the meeting to take minutes and be responsible for having the minutes typed, circulated and filed.
- A copy of the final complete minutes will be posted on the JH&SC boards and will be made available to staff upon request.

### **RECOMMENDATIONS**

- Committee recommendations shall be made by the Co-Chairs to the EMC, EMC must provide a response to the Committee within 21 calendar days (Section 9(20)), if the recommendations are accepted, a timetable for action must be outlined and provided to the Committee (Section 9(21)), if they are rejected, reasons must also be outlined (Section 9(21)).

### **QUORUM & ATTENDANCE**

- The Committee's quorum shall be 50% of members in order to conduct business, which is to include one Co-Chair, and at least one management representative.
  - If a Co-Chair is absent, the other Co-Chair will chair the meeting. The number of employer members shall not be greater than the number of worker numbers for items requiring a vote.
  - All time spent in attendance at Committee meetings or in activities relating to the function of the Committee will be considered as time spent at work.
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### **CONFIDENTIALITY**

- All Committee members must adhere to the basic rules that apply to Confidentiality in the Act (Section 63).
- Committee members must not disclose any information about any workplace tests or inquiries conducted under the Act or regulations; must not reveal the name of any person from whom information is received; must not disclose any secret manufacturing process or trade information; and may disclose the results of any medical examinations or tests of workers only in a way that does not identify anyone.

***Please Note:*** These guidelines provide a framework for an effective functioning Joint Health and Safety Committee. References can be made to the Occupational Health and Safety Act and its policy for more assistance. Any amendments, deletions or additions to this policy must have the consensus of the total Joint Health and Safety Committee.