

## **7.0 MULTI-SITE JOINT HEALTH AND SAFETY COMMITTEE**

### **7.1 NPSCDSB JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE**

#### **1. GEOGRAPHICAL AREA**

- 1.1 It is agreed that this Joint Health & Safety Committee will cover all workplaces within the jurisdiction of the Nipissing-Parry Sound Catholic District School Board.

#### **2. STRUCTURE OF COMMITTEE**

- 2.1 The Joint Health & Safety Committee (referred to hereafter as the "Joint Committee" shall consist of 10 members; three members selected by the employer and CPCO and seven members representing CUPE Local 2799 (2), OPEIU (1), OECTA-NEU (1), OECTA-Secondary (1), OECTA-Occasional Teachers (1) and non-unionized employees (1).

The committee will further consist of health and safety members in each school (as per Appendix A) who are designated to conduct monthly inspections in each workplace. This number will comprise no more than 20 persons with a maximum of one person per school (worksite). Although members of the Joint Health and Safety Committee, members designated to conduct monthly inspections of the workplace will not attend Joint Health and Safety Committee meetings.

Alternates shall be allowed, however they shall only be used in emergency conditions and with the approval of the co-chairpersons. Each party will supply the name of an alternate.

- 2.2 The Joint Committee shall meet on a regularly established schedule as follows: October, December, February, April and June at 2:15 p.m. Date of meetings to be set by the committee for the next calendar year. Preparation time is from 1:00 p.m. to 2:00 p.m. prior to meeting.
- 2.3 There shall be two (2) co-chairpersons, one (1) selected by those representing the Board (employer), and one (1) selected by those members representing the workers.
- 2.4 Either 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 comment, but they shall not participate in the regular business of the meeting.

- 2.5 The Joint Committee shall have a minimum of six (6) certified members, three (3) representing the workers and three (3) representing management. The distribution of the three certified worker members is as follows:

One (1) certified in North Bay, one (1) certified in Sturgeon Falls and one (1) certified member in Mattawa, or Corbeil, or Powassan.

The distribution of the three (3) certified management members will not be determined by location.

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.

- 2.6 Each workplace shall name one (1) worker member to the committee who will not attend meetings but will be responsible for doing the monthly inspections of the workplace as outlined in their workplace schedules.

This member(s) may conduct the monthly inspection of the workplace with the assistance of the workplace custodian if the member is not one and the same as the custodian.

### 3. **FUNCTIONS**

- 3.1 The functions of the Joint Committee shall be:
- a) to identify, evaluate and recommend a resolution of all matters pertaining to health and safety in the workplace to the Director of Education or designate;
  - b) to encourage adequate education and training programs, sufficient for all employees to be knowledgeable of the Occupational Health and Safety Act;
  - c) the Joint Committee will address matters related to all regulations, Designated Substances, Industrial Regulations, Regulation 833, Teachers' Act, Education Act, Occupational Health and Safety Act, Critical Injury sections of the Occupational Health and Safety Act and WHMIS where applicable:
    - i) the identification of potential or existing hazards of material, processes or equipment, and

- ii) health and safety experience and work practices and standards in similar workplaces and District School Boards of which the Board has knowledge;
- iii) review all safety related reports received by the Board with a commitment to protect employees from injury or occupational disease and work to prevent re-occurrences of such should they occur.
- d) to deal with any matter that the Committee deems appropriate.
- e) to review all monthly inspection reports to insure items are addressed and outstanding items are dealt with by management. Monthly inspection report items requiring action should designate responsibility for this action and a time frame for which this action should be completed. Monthly inspection reports should be posted on the Health and Safety bulletin board at each workplace.

## Inspections

- 3.2 a) The worker member of the Committee named in article 2.6 will be responsible for the inspection of the physical condition of those workplaces and inspections will be on the following basis:
- i) Elementary schools - once a month
  - ii) Secondary school - once a month
  - iii) Board office - once a month
  - iv) Board warehouse/shop/IRC - once a month
- The schedule of inspections will be determined by the Joint Committee and upon implementation be distributed to each Joint Committee members and each school.
- The worker member will notify the main office of each school when doing the inspection and where possible will be accompanied by an employer member of the committee designated to participate in the inspections or school principal.
- b) An additional detailed inspection of each entire work site will take place annually. These inspections will be separate from the inspections outlined in section 3.2(a) and will be conducted by the custodians and their representative(s) on the Joint Health and Safety Committee.

- 3.3 All health and safety concerns raised during the monthly physical inspection will be recorded on an appropriate workplace inspection form and signed by the member(s) performing the inspection. When possible, the form will be typed or printed for legibility. A copy of these audit forms will be posted on the Health and Safety bulletin board in the workplace and then be forwarded to the appropriate supervisor or principal and to the Director of Education or designate, to the Health and Safety Officer and to both chairperson of the Joint Committee who may request follow-up to the inspections of the workplace inspected posted in the workplace.

### **Recommendations of the Joint Committee**

- 3.5 The Director of Education or designate shall respond within 21 days with regard to written or minuted committee recommendations. The written response shall indicate the employer's assessment of the committee recommendations and specify what action will, or will not (with explanations) be implemented as a result of the recommendations. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

### **Accidents and Accompaniment**

- 3.6 The local certified joint health and safety member or worker member at the workplace will investigate all critical injuries and/or fatal accidents.
- 3.7 The certified workers or workplace Joint Health and Safety member will accompany the Ministry of Labour Inspector while carrying out the Ministry inspection of the workplace. The supervisor or school principal shall be informed of such inspection.
- 3.8 The certified worker member or designate will participate in investigations of all work refusals. The Director of Education and the Ministry of Labour will be informed in writing, the name(s) of the worker(s) so designated.
- 3.9 The Joint Health and Safety Committee shall be consulted concerning proposed workplace strategies related to industrial hygiene. A certified member of the Joint Committee shall be entitled to be present at the beginning of such testing.

**4. MINUTES OF MEETINGS**

- 4.1 Management will provide or designate a secretary for the meeting to take minutes and be responsible for having the minutes typed, circulated and filed and posted on the Health & Safety bulletin board in each workplace. Minutes of meetings will be reviewed, and edited where necessary, by the co-chairpersons, then signed and circulated to all committee members within four weeks of the meeting and a copy forwarded to the Director of Education or designate before any broader circulation takes place. Agenda items will be identified by a reference number, and be readily available in a proper filing system. Names of Joint Committee members will not be used in the minutes except to record attendance.

**5. QUORUM**

- 5.1 The Joint Committee shall have a quorum of six members 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. In the event an issue concerns a particular employee group and the chair for that meeting is a member of that same group then the chair for that meeting may defer to the other chair. The number of employer members shall not be greater than the number of worker members.

**6. PAYMENT FOR ATTENDANCE AT MEETINGS**

- 6.1 All time spent in attendance at Joint Committee meetings is to be considered as time at work and paid accordingly.
- 6.2 Joint Committee members shall be allowed one hour of preparation time for each committee meeting, or longer as the committee determines necessary.

**7. MEETING AGENDA**

- 7.1 The co-chairpersons will jointly develop and approve an agenda, and ensure that a copy of the proposed agenda is circulated to all committee members at least five (5) working days in advance of the meeting. The agenda will be based on the format agreed to by the committee.
- 7.2 The Joint 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 any Collective Bargaining Agreement. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than voting. Consensus means that each committee member is prepared to support a compromise position -even though it may not

be their first choice -in order to reach an agreement that the whole committee will support. Formal motions will not be used.

- 7.3 All items that are resolved or not will be reported in the minutes. Unresolved items will be minuted and placed on the agenda for the next meeting.
- 7.4 If unresolved after two (2) meetings, that within five (5) days of the Health and Safety meeting or other time agreed to by the co-chairpersons, a meeting will be held with the Director of Education or designate, union or association representatives and the two (2) co-chairpersons of the Health and Safety Committee to try to resolve the issue with a response back to the Joint Health and Safety Committee by the next meeting.
- 7.5 Where an item raises policy issues, it shall be referred to the appropriate authorities for consideration and written reports filed with the committee.

## **8. GENERAL**

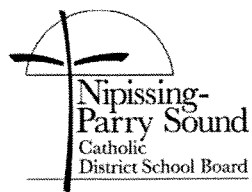
- 8.1 The names of Joint Committee members, indicating the co-chairpersons, will be posted on the Health and Safety bulletin board in each school and a copy forwarded to the Board and to the Regional Manager Industrial Health and Safety Branch, Ministry of Labour. The names and work locations of all committee members shall be posted in accordance with Section 9, Subsection 32 of the act.
- 8.2 All employees will be required to discuss their Health and Safety concerns with their immediate supervisor before bringing it to the Joint Health and Safety Committee member and/or Health and Safety Officer. The Health and Safety Officer will thoroughly investigate all complaints to get the facts and bring these to the attention of the Joint Health and Safety Committee. The committee will review the facts and determine a resolution to the problem. All problem resolutions will be reported in the minutes.
- 8.3 Committee members and representatives are responsible for maintaining rules of confidentiality except where disclosure of information is specifically required by the Act or another law.
- 8.4 Any amendments, deletions or additions to these guidelines must have the consensus of the total Joint Committee and be forwarded to the Director of Education and the presidents of the respective unions or associations for comment and shall be set out in writing and attached as an appendix to these Guidelines. These Guidelines will be reviewed at least once every three years or as needed.

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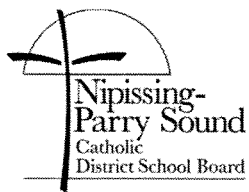
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<b>Title:</b> Submission of Recommendations	<b>Date of Issue:</b> October 2011
<b>Location:</b> All facilities	

Why?	A function of the Worker Representative is to make recommendations to the employer and the workers for the improvement of the health and safety of the workers.
Who can submit?	The Worker Representative will submit their recommendations to management.
Who is it submitted to?	Director of Education
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).
When?	As soon as the source of danger or hazard is identified.
How?	In writing on the company's recommendations form.





## HEALTH AND SAFETY REPRESENTATIVE RECOMMENDATIONS TO MANAGEMENT FORMS

<b>Facility:</b>	
<b>Date:</b>	

<b>RE:</b>	
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**Reasons for recommendation:**

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**Requirements for implementation (supporting documentation may be attached):**

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**Date presented to management:**           /        /         
Day                      Month                      Year

(The date of this recommendation becomes the reference number)

\_\_\_\_\_  
Management Co-Chair

\_\_\_\_\_  
Worker Co-Chair

**Recommendation presented to:** \_\_\_\_\_

**Expected date of response:**           /        /         
Day                      Month                      Year

An employer who receives written recommendations from the worker health and safety representative shall respond in writing within 21 days [Source: Occupational Health and Safety Act (OHSA)].

## **7.2 INSPECTION PROCESS AND FORMS**

### **Process**

The inspection by the worker Health & Safety representative is mandated under the Occupational Health and Safety Act. The inspection should be conducted in a manner that does not disturb the classroom or students; therefore a plan and schedule are essential. The school health and safety site representative should consult with the principal/supervisor to set an inspection schedule, for the school year.

1. The school health and safety site representative accompanied by the principal/supervisor or delegate conducts the inspection.
2. The health and safety site representative completes the report.
3. The completed report is presented to the principal/supervisor for action.
4. (a) The principal/supervisor takes the appropriate action; completes the response.  
(b) Where no action is to be taken, the principal/supervisor must state the reasons why, which may include the opinion that the concern is not a health or safety issue.
5. The principal/supervisor returns the completed, signed report to the school health and safety site representative and forwards a copy to the Health and Safety Officer who in turn distributes to all members of the JHSC.

The Principal/Supervisor may request the Board Health and Safety Officer provide advice on any corrective action to be taken.

When the correction of a safety deficiency will be delayed, the Principal/Supervisor must ensure 'worker safety' with the implementation of temporary safeguards.

The principal/supervisor, as an agent of the employer must respond to the JHSC within the time limit; and, where no action is contemplated, must state in writing, the reasons why.

The responses must include time frames for completion.

At the subsequent inspection, the Health & Safety site representative will follow-up previously reported hazards to ensure completion. If the issue has not been resolved, the safety site representative will report the hazard and follow-up with the supervisor.

The Health & Safety site representative has no duty or responsibility, under the Act, to assess whether or not the principal/supervisor has responded appropriately.

If the worker members of the JHSC are not satisfied with actions taken, recommendations will be made at that JHSC meeting, and may include the involvement of senior administration.

The responsibility, under the Occupational Health and Safety Act to respond to a written recommendation from the JHSC within 21 days, is the employer's.

### **Inspection Form**

One of the main functions of the monthly inspections is to identify and assess hazards and to develop solutions to eliminate or control these hazards. The inspection checklists included in this program will assist you with the identification of potential hazards in the work site. The identification of hazards is not done exclusively during the monthly inspections but can be observed at any time by management and/or workers. Once identified, potential hazards should be dealt with immediately or in a timely manner based upon the severity of the hazard.

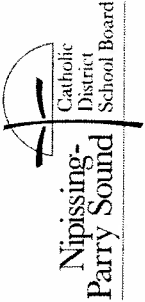
There may be potential hazards observed that share commonality with many schools. The Joint Health and Safety Committee will examine all reported hazards to identify potential trends and possible solutions.

Identifying hazards is part of the INTERNAL RESPONSIBILITY SYSTEM (IRS). Assessing, eliminating and/or controlling hazards are management's responsibilities under the Occupational Health and Safety Act.

Hazards can be reported to the site representative or by individual workers using the following Employee Hazard Identification Form.

### **Health & Safety Site Representative Selection Process**

The position of the Health & Safety Site Representative will be advertised in writing at each work site during the first teaching week in September. The workers shall then select the Health & Safety Site Representative through a voting process. No worker shall be assigned to this position without their consent.



**JOINT OCCUPATIONAL H & S COMMITTEE  
INSPECTION REPORT**

**TYPE OF INSPECTION**

YEAR \_\_\_\_\_ MONTH \_\_\_\_\_ PAGE \_\_\_\_\_ OF \_\_\_\_\_  
 SCHOOL/WORKPLACE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

MONTHLY       WORK REFUSAL  
 CONCERN         OTHER: \_\_\_\_\_

ITEM	LOCATION	POTENTIAL HAZARD OBSERVED	*HAZARD TYPE			*HAZARD RATING (A,B,C)	REPEAT ITEM (Y/N)	CORRECTIVE ACTION (PRINCIPAL/SUPERVISOR)	CORRECTIVE ACTION(S)		OBSERVE (not limited to)
			V	H	U				INITIATED	COMPLETED	
<b>WORKER CONTACT (MINIMUM OF TWO PER INSPECTION); JHSC/Worker Rep must communicate with the supervisor during the inspection</b> WORKER/SUPERVISOR CONTACT NAME _____ HAZARD(S)/CONCERN(S) REPORTED _____ _____ _____ _____											
<b>ROLE OF INSPECTOR:</b> <input type="checkbox"/> HEALTH & SAFETY SITE REPRESENTATIVE <input type="checkbox"/> IMMEDIATE SUPERVISOR <input type="checkbox"/> SUPERINTENDENT OF EDUCATION <input type="checkbox"/> SUPERINTENDENT OF BUSINESS <input type="checkbox"/> DIRECTOR OF EDUCATION <input type="checkbox"/> SPECIFY: _____ SIGNATURE OF INSPECTOR: _____ SIGNATURE OF IMMEDIATE SUPERVISOR/PRINCIPAL: _____											

ARE MSDS BINDER READILY AVAILABLE?       IS THE MSDS BINDER UP TO DATE?       ARE LABELS PROPERLY AFFIXED TO CONTAINERS?

**\*LEGEND:**

V=Violations of Legislation or Board Procedure/Policy, H=Hazardous Condition, U=Unsatisfactory Condition, A – Major, B – Moderate, C – Minor

PLEASE SEE REVERSE SIDE FOR FURTHER INFORMATION

## **INSPECTION PROCESS**

### **Process**

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- At the subsequent inspection, the safety site representative will follow-up previously reported hazards to ensure completion. If the issue has not been resolved, the safety site representative will report the hazard and follow-up with the supervisor.
- The school health and safety site representative has no duty or responsibility, under the Act, to assess whether or not the principal/supervisor has responded appropriately.
- If the worker members of the JHSC are not satisfied with actions taken, recommendations will be made at that JHSC meeting, and may include the involvement of senior administration.
- The responsibility, under the Occupational Health and Safety Act to respond to a written recommendation from the JHSC within 21 days, is the employer's.

# BOARD RESPONSE TO INSPECTION REPORT

<b>DATE:</b> _____	<b>REPORT NO.:</b> _____
<b>BUILDING:</b> _____	

ITEM #	DESCRIPTION	*RISK ASSESSMENT RATING	EMPLOYER RESPONSE			
			RECOMMENDED MEASURE (INCLUDING TIMELINE AND PARTY RESPONSIBLE)	ACTION REFUSED	DEFERRED	NOTES/EXPLANATION

**SIGNATURE OF HEALTH AND SAFETY OFFICER:** \_\_\_\_\_  
**SIGNATURE OF MANAGER OF PLANT SERVICES AND HEALTH & SAFETY:** \_\_\_\_\_

## RISK ASSESSMENT RATINGS:

### FREQUENCY X SEVERITY = RISK ASSESSMENT RATING

#### Hazard Frequency

**High Frequency:**

Likely to occur when exposed to the hazard  
Possibly to occur at some point

(Level 3)

(Level 2)

(Level 1)

**Low Frequency:**

Unlikely to occur

#### Hazard Severity

**High Severity:**

May cause death or loss of a facility

(Level 3)

(Level 2)

(Level 1)

**Medium Severity:**

May cause injury but is not life threatening

May not affect personal safety or health

**Low Severity:**

#### Example:

*Entering a pumping station and climbing down 15 feet to take readings. It has been determined workers enter the pumping station once per week, and this is a confined space where a worker could be overcome by a toxic gas. In addition, falling hazards and electrical hazards are identified.*

**Frequency = 2** - It has been determined this is a medium frequent job function.

**Severity = 3** - It has been determined this has high severity consequences.

**Therefore the risk assessment rating would be:**

Frequency (2) X Severity (3) = Risk Assessment (6)