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The Brock University Joint Health and Safety Committee (JHSC) is a team of employees who work together to monitor, review, participate in, and advise on, the University's Health and Safety Management System and culture with the goal of eliminating workplace injury and illness. A significant benefit of the JHSC is the fostering of cooperation among all parts of the work force toward enhancing the health and safety program and solving problems.

1.0 Role of the Joint Health and Safety Committee

- 1.1 Monitor health and safety practices through individual and collective review of data and information related to injury, illness and working conditions on campus.
- 1.2 Participate in workplace inspections, investigations, testing and work refusals.
- 1.3 Review University OHS training, policies, programs and testing.
- 1.4 Identify hazards & concerns and research solutions.
- 1.5 Work with other University committees whose operations affect or are relevant to occupational health and safety.
- 1.6 Make formal recommendations to the University Administration to enhance the internal responsibility system and improve the health and safety program.
- 1.7 Promote the concept of Internal Responsibility System and the contributive responsibility all staff, faculty, and workers have to ensure a safe teaching and working environment.

2.0 Joint Health and Safety Committee Membership

- 2.1 **Composition:** The Joint Health and Safety Committee (JHSC) membership is comprised of an equal number of worker and management members.
- 2.2 **Member Selection:** A worker member is selected to membership on the JHSC by the workers they are to represent or by the applicable trade union according to the terms of their bargaining agreement. The worker member must be employed at the University and must not exercise managerial functions. Management members are selected by the Senior Administration of the University. The management member must be employed at the University and must exercise managerial functions.
- 2.3 **Term:** Members of the JHSC will ideally serve a three (3) year term with the possibility of renewal.
- 2.4 **Posting and Identification:** The names and work locations of the JHSC members will be posted on the Environment, Health and Safety Boards located throughout the University and on the University's internet site. Personal identification will be issued to the JHSC members to assist the University community in identifying and facilitating members of the JHSC in the performance of their duties.

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3.0 Joint Health and Safety Committee Co-Chairs

- 3.1 Two (2) members of the JHSC will act as Co-Chairs to organize and run meetings and speak on behalf of the committee. One (1) Co-Chair is selected by the worker members of the JHSC and one (1) Co-Chair is selected by the management members of the JHSC. A co-chair should have at least one year of experience as a member of the committee. The Co-Chairs shall be selected on an annual basis by their respective groups at the last meeting of the year (August).
- 3.2 In circumstances where both Co-Chairs will be unavailable to act as the meeting chairperson, the Co-Chairs will in advance, each select a deputy Co-chair from the JHSC membership. If the deputy is not selected in advance, the attending JHSC members will mutually agree upon a JHSC member to act as a Deputy Co-chair for that meeting.

4.0 Meetings

- 4.1 **Frequency:** Committee meetings will be scheduled monthly at a predetermined time and location. Changes to the meeting schedule may take place with the agreement of the committee Co-Chairs, provided that the period of time between any two committee meetings does not normally exceed two months.
- 4.2 **Co-Chairs:** The worker and management Co-Chairs will normally alternate duties as meeting chairperson.
- 4.3 **Quorum:** Full participation by all JHSC members at all meetings is strongly encouraged. Member attendance is critical to the success of the JHSC. Members who cannot attend a particular meeting should make arrangements for an alternate/designate to attend. The JHSC Co-Chairs shall meet with particular members who have been showing a trend of low attendance to discuss strategies for improvement. A quorum for Committee meetings to conduct formal business will consist of two thirds (2/3) JHSC membership with both worker and management representation and at least one Co-Chair present. If quorum is not reached, the meeting will be held for information and discussion purposes only.
- 4.4 **Agenda Items:** The Co-Chairs will prepare a copy of a standardized agenda for each meeting and distribute it to all members (1) one week in advance of regularly scheduled Committee meetings. Agenda items will consist of workplace health and safety issues raised by the members of the JHSC. JHSC members shall communicate agenda items to the JHSC Co-Chairs in advance of (1) one week prior to the regularly scheduled meeting. Agenda items should clearly identify:
 - Which JHSC member generated the agenda item
 - the specific circumstances of the health and safety issue
 - the specific health and safety hazard
 - strategies or advice to control the identified hazard.

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The JHSC will discuss the agenda items to clarify what reasonable actions might be taken to effectively control identified hazards. Consistent to the philosophy of supporting the internal responsibility system, proposed agenda items should be first brought to the attention of the responsible Supervisor before it is tabled as an agenda item at the Joint Health and Safety Committee.

- 4.5 **Decision-Making/Voting:** Every effort will be made to research and discuss items so the JHSC can reach a consensus. On occasion where consensus is not possible and quorum exists, a vote may be required. A vote of all members present is taken and the majority carries.
- 4.6 **Injury/Incident Information:** Information regarding injuries and incidents occurring at the University will be communicated to the JHSC in advance of regularly scheduled meetings. The information will be prepared by Human Resources & Environment, Health & Safety in consultation with JHSC. The committee will review this information and recommend strategies to eliminate or reduce the occurrences.
- 4.7 **Instruction and Training Information:** Instruction and training information provided to workers to protect their health and safety will be reviewed in consultation with the JHSC. The overall instruction and training review should take place annually.
- 4.8 **Industrial Hygiene:** The JHSC will be provided with and consulted on information with respect to proposed testing strategies used for investigating industrial hygiene at the workplace. A worker member designated by the worker members of the JHSC is entitled to be present at the beginning of testing conducted with respect to industrial hygiene at the workplace if the designated member believes their presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.
- 4.9 **Recommendations:** Recommendations are typically made during regularly scheduled JHSC meetings and decisions with respect to the content of the recommendation are based on a consensus within the JHSC. The Committee shall forward in writing, any recommendation(s) to the Administration of the University signed by the JHSC co-chairs. The written response to Committee recommendations must be submitted to the JHSC co-chairs within twenty-one (21) days after receipt of the recommendation(s). This response shall include a timetable for implementing the recommendation(s) the University Administration agrees with, and the reason(s) for disagreement with any recommendation(s) not accepted.
- 4.10 **JHSC Meeting Guest(s):** Additional persons may attend Committee meetings at the invitation of the JHSC or suggestion of a JHSC member with the approval of both Co-Chairs.
- 4.11 **Administrative Support:** Human Resources & Environment, Health & Safety will supply a recording secretary to organize meeting logistics, record and draft minutes and complete correspondence for the Committee. In addition, a Health and Safety professional will be made available as a resource person to liaise with and support the committee (e.g. Clarify regulations, report on incidents, hazards

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and initiatives, plus facilitate access to information, education and training). Administrative support personnel are not considered members of the committee.

- 4.12 **Minutes:** Minutes of Committee meetings are to be prepared in advance of regularly scheduled meetings by the administrative support personnel and reviewed/ revised by the committee and signed by both co-chairs prior to University wide circulation or posting. The administrative support personnel are responsible for ensuring that signed Committee minutes are promptly circulated to JHSC members and Senior Administration and posted on the relevant Health and Safety boards in the workplace and the JHSC website. Where possible, minutes will be circulated at a minimum of one week prior to the next regularly scheduled meeting.

5.0 Certification of Joint Health and Safety Committee Members

- 5.1 Although the minimum number of required certified members is two (2), all members of the JHSC will be encouraged and supported to attend Certification Training ideally within the first year of service on the committee. Those so certified will share the responsibilities of Certified Members such that those most closely associated with the location, activity or individual in question will be called upon to perform the duties under the Ontario Occupational Health and Safety Act of a certified member.

6.0 Inspections

- 6.1 **JHSC Inspection Duty:** One of the duties of the JHSC is to regularly conduct inspections of the physical condition of the workplace. All elements of the JHSC inspection process will be reviewed by the JHSC on an annual basis.
- 6.2 **Workplace Cooperation:** The entire University population will provide JHSC inspectors with the appropriate information and assistance for the purpose of carrying out their inspections.
- 6.3 **Inspection Teams:** In the interest of sharing knowledge, experience, responsibility and accountability the Committee will be divided into bipartite (worker and management member) inspection teams to be assigned to become familiar with and inspect defined areas of the University campus. However, if a worker member feels that their ability to inspect is being hampered by the presence of their management member partner, they may elect to conduct some or all of the inspection, follow-up and reporting independently.
- 6.4 **Inspection Schedule:** The Joint Health and Safety Committee will develop an inspection schedule which will define the geographic area to be inspected and the inspection team responsible to carry out the inspection. At minimum, the schedule will be organized to reflect that inspector(s) will inspect a defined area of the University campus on a monthly basis, therefore inspecting the entire workplace annually. The Committee members will inspect the St. Catharines Campus, including all buildings and activity areas on the Main Campus, East Campus, The Brock Research and Innovation

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Centre and the Facilities Management Storage Barns (as outlined in a schedule set up by the Committee.)

- 6.4.1 As a result of hazard assessments and/or an increase frequency of incidents, certain geographical sites or labour practices may be considered areas of higher risk. In these instances, the frequency of inspections may be increased to a level deemed necessary by the JHSC. (Accepted by JHSC at February 11, 2011 meeting)
- 6.4.2 It is recognized that employees of particular work units internally report and rectify hazards as a part of their daily duties. Where available and feasible, the JHSC may review these reports and take them into consideration in the conduct of their inspection and its follow-up. (Accepted by JHSC at February 11, 2011 meeting)
- 6.5 **Inspection Reports:** The JHSC inspector(s) will document their findings and advice on the "JHSC Workplace Inspection Report Form". The completed report form(s) will be submitted by the inspector(s) to the individual having jurisdiction in the area inspected with a request for response on feedback and timelines. A summary of the inspection and resolution timelines will be prepared by the JHSC inspectors for Committee review at the next regularly scheduled meeting. Inspection reports shall be made available to all committee members and inspected departments are responsible to post the reports at local posting areas.

7.0 Investigations

- 7.1 **Fatality or Critical Injury Investigation:** Where a worker is killed or critically injured at the workplace, the certified worker and management members, most closely associated with the union affiliation, location or activity in question will be called upon by Human Resources & Environment, Health & Safety to actively participate in an investigation and inspection of the location where the incident occurred. The certified member(s) will report any findings to the Ontario Ministry of Labour, JHSC and Human Resources & Environment, Health & Safety.
- 7.2 **Ministry of Labour Investigation:** If an Ontario Ministry of Labour Occupational Health and Safety Inspector is conducting an inspection in University workplace, a certified worker and management member will be called upon by Human Resources & Environment, Health & Safety as per the request of the Ministry of Labour Inspector.

8.0 Work Refusal and Work Stoppage

- 8.1 **Work Refusal:** Human Resources & Environment, Health & Safety (HR/EHS) will be advised by the relevant Brock Supervisor or worker of the activation of a work refusal. HR/EHS will respond without delay and will contact the certified worker and management JHSC members most closely associated with the union affiliation, location or activity in question to perform an investigation. The investigating

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team (HR/EHS representative, JHSC members and supervisor) will investigate the circumstances in the presence of the affected worker and follow the established work refusal procedure.

- 8.2 **Bilateral Work Stoppage:** Certified JHSC bipartite (worker and management) members may initiate a bilateral work stoppage when the members agree that “dangerous circumstances” exist in the workplace.

9.0 Entitlement to Time and Payment

- 9.1 All time spent by JHSC members in connection with: (1) preparing for and attendance at Committee meetings, (2) performing duties prescribed by the *Occupational Health and Safety Act* or these terms of reference, (3) fulfilling the requirements for becoming certified or additional JHSC endorsed training initiatives, will be considered as time at work for which Committee members will be paid at the appropriate rate of pay. Committee members are to be provided one (1) hour or such longer period of time as the Committee determines is necessary to prepare for each Committee meeting.

10.0 General

- 10.1 It is agreed that employees are to be encouraged to report health and safety concerns to their immediate supervisor before bringing it to a Committee member. The *Occupational Health and Safety Act* requires that all workers report any workplace hazard or contravention of the legislation to their supervisor.
- 10.2 It is understood and agreed that all personal and medical information is to be kept confidential. Any references to such information in Committee minutes must be done in a manner that prevents any identification of an individual's personal or medical information.
- 10.3 The Committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing effective operation of the Committee. At minimum, they shall be reviewed annually.