SAFETY COMMITTEES/REPRESENTATIVES

I. PURPOSE:

Develop a terms of reference document for Health and Safety Representatives/Committees, to ensure compliance with the Occupational Health and Safety Act. This will be accomplished through negotiations and agreement with the appropriate Union. If a specific “terms of reference” document has not been negotiated, the Committee/Health and Safety Representatives shall function according to the following:

II. RESPONSIBILITY:

Also refer to procedure – REPORTING HAZARDS/RESOLUTION (COH-RQ-WI-004)
CRITICAL INCIDENT INVESTIGATION REPORT (COH-RQ-WI-024)
WORKPLACE INSPECTION (COH-RQ-WI-009)

Corporate Workplace Safety Section:

Provide information and assistance regarding available regulations and acceptable industrial safety practices to allow line departments to initiate and maintain proper procedures, thereby ensuring worker health and safety and compliance with applicable legislation.

Departmental:

1. The Department chain of command from the General Manager to the workplace supervisor is responsible to ensure that a H&S Representative/Committee structure is established and maintained in the workplace.

2. The Department Management and the Joint H&S Representative/Committee is responsible to ensure the proper application of this policy.

III. PROCEDURE:

A. Composition:

1. Below lists the minimum legal requirements for determining the correct health and safety representation, for the total number of employees (full-time and part-time) at a workplace:

   - 1 Representative more than 5 employees, but less than 20
   - 2 Committee Members 20 or more employees, but less than 50
   - 4 Committee Members 50 or more employees
2. At least 50% of the members must be non-management workers.

2. The worker members must be selected by the workers they represent except if a unionised workplace exists, where they shall be chosen by the union, or nominated and voted in by the membership according to the union's procedures.

4. The employer shall select the remaining members.

5. The members will fill this role for a minimum 1 year term of office.

6. Where there are more than 2 members and the term of office is longer than 1 year, an attempt will be made to have overlapping terms of office, so that continuity can be maintained.

7. The names and work location of all H&S members must be posted at the workplace.

8. At least two members of each H&S Committee must be certified. One representing the workers and one representing management.

9. One worker co-chairperson will be selected by the worker members of the committee and one management co-chairperson will be appointed by the management members of the committee.

B. Meetings and Minutes:

1. Committee members may meet monthly by mutual agreement but must, as a minimum, meet once every 3 months.

2. Members are responsible for making arrangements with their supervisor for attendance at the H&S meetings and for preparation time prior to the meetings.

3. A schedule of H&S meetings for the year is to be developed, published and posted at the beginning of each calendar year, listing the date, time and location.

4. An agenda is to be developed by the co-chairpersons for each meeting and circulated at least one week in advance of the meeting.

5. Written minutes of the meeting are to be taken, outlining the following:

   (a) The date, time, and location of the meeting held
   (b) The names of all members and other persons present
   (c) An item by item record of all items discussed, and the outcome, IE:

      - Reports presented and by whom
      - Problems identified
      - Agreed upon recommendations
      - Any action to be taken by individual members
      - Any business the committee has agreed to discuss at the next meeting
      - Any response by management to the committee
      - Any discussion with respect to the above
      - Date, time and location of the next meeting
Sample:

Health and Safety Committee Meeting

Agenda

___________________________ Health and Safety Committee Meeting

Date ____________ Time ________ Location _____________________

Distribution List: (insert member names)

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Minutes of Last Meeting</td>
<td>Secretary</td>
<td>5</td>
</tr>
<tr>
<td>2. Unfinished Business</td>
<td>Member responsible</td>
<td>10</td>
</tr>
<tr>
<td>(a) Noise Survey Results</td>
<td>Member “</td>
<td>10</td>
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<tr>
<td>(b) Response to recommendation on lighting in garage.</td>
<td>Member “</td>
<td>10</td>
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<tr>
<td>(c) Report on Training Course</td>
<td>Member “</td>
<td>10</td>
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<tr>
<td>3. Regular Reports</td>
<td>Member “</td>
<td>15</td>
</tr>
<tr>
<td>(a) Workplace Inspections</td>
<td>Member “</td>
<td>10</td>
</tr>
<tr>
<td>(b) Accident Reports</td>
<td>Member “</td>
<td>10</td>
</tr>
<tr>
<td>(c) Recommendations</td>
<td>Member “</td>
<td>10</td>
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<tr>
<td>4. Update on Past Recommendations</td>
<td>Member “</td>
<td>10</td>
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<tr>
<td>5. New Business</td>
<td>Secretary</td>
<td>5</td>
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<tr>
<td>(a) Reading of Correspondence</td>
<td>Member “</td>
<td>5</td>
</tr>
<tr>
<td>(b) MSDS Books and Locations</td>
<td>Member “</td>
<td>5</td>
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<tr>
<td>6. Next Meeting</td>
<td></td>
<td></td>
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<tr>
<td>(a) Date, Time, Place</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Agenda Items</td>
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</tr>
</tbody>
</table>

WORKER CO-CHAIRPERSON __________________________

MANAGEMENT CO-CHAIRPERSON __________________________
6. Minutes are to be signed by the co-chairpersons and circulated within a week, with one copy:

(a) Posted
(b) Forwarded to each Joint H&S Member
(c) Forwarded to the area supervisor and General Manager
(d) Kept in the minutes manual at each workplace
(e) Senior management who normally review committee recommendations
(f) Union local (where appropriate)
(g) Forwarded to Corporate Workplace Safety Section for central recording
(h) Maintenance, personnel, medical or safety departments (where appropriate)

C. General Duties of the Committee:

1. Follow the guidelines outlined in the Occupational Health & Safety Act.

2. Develop publish and post, at the beginning of each calendar year, a schedule for the monthly H&S workplace inspections for the year.

3. Workplace inspections will be conducted monthly, by trained, appointed members, and all sub-standard acts and working conditions will be documented on a "WORKPLACE INSPECTION REPORT", with one copy:

(a) Posted
(b) Forwarded to each Joint H&S Member
(c) Forwarded to the area supervisor and General Manager and reviewed
(d) Kept in the minutes manual at each workplace
(e) Forwarded to the Corporate Workplace Safety Section, for central recording

4. Review all completed "EMPLOYEE ACCIDENT/INCIDENT REPORTS", analyse information and make recommendations to management to reduce recurrences.

5. Designate a committee member to investigate any accident in which a person is killed or critically injured, where possible a Certified Member. (Also see Critical Incident Reporting and Investigation Procedure).

6. Obtain information regarding:

(a) Hazardous materials, processes or equipment;
(b) Designated substances and the respective control-program reports;
(c) Workplace testing, that is being carried out for health and safety purposes;

7. Receive and respond to any health and safety concerns not resolved between the worker and the immediate supervisor.

8. Provide advice and recommendations to management on health and safety programs in general, as outlined below:

(a) Recommendations to management from the H&S Committee, for any items not already identified on the "WORKPLACE INSPECTION REPORT", are to be submitted in writing, with the following information:
   (i) Nature of concern with background information and justification
   (ii) Recommended remedial action, listing suggested solutions and methods of implementation
   (iii) Date

(b) The co-chairpersons are responsible to ensure that the written recommendations
are delivered to the management team responsible for the reply.

(c) Management will respond to the recommendations, in writing within 21 days, with:
(i) Timetable for implementation, if the employer agrees with the recommendation;
(ii) Reasons for disagreement, if the recommendation is not acceptable;

9. Encourage fellow employees to work safely and to report hazardous or unsafe conditions immediately to their supervisors.

10. Identify areas of health and safety training for all employees.

11. Be present for, or assist in, work refusal investigations. Where possible this should be a Certified Member.

12. Be available to accompany a Ministry of Labour Officer on his/her inspection tour of the workplace. Where possible this should be a Certified Member.

NOTE:

Please refer to the following documents:

1. Terms of Reference Document for Joint Health and Safety Committees
2. Sample Meeting Agenda
3. Sample Meeting Minutes
4. Workplace Inspection Record Form (e-Net/you should know/Workplace Safety and WSIB/forms)
5. Critical Injury Work Sheet (e-Net/you should know/Workplace Safety and WSIB/forms)
6. Work Refusal Work Sheet (e-Net/you should know/Workplace Safety and WSIB/forms)

NOTE:

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.