



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-26

REFERENCE: HEALTH AND SAFETY

Date: Dec 5, 2017

Review Date:
December, 2019

TITLE: JOINT HEALTH & SAFETY COMMITTEE (FEDERAL)

1.0 POLICY STATEMENT

- 1.1 Health and Safety Committees shall be established in accordance with the guidelines set out in Part II of the Canada Labour Code.
- 1.2 It is expected that the establishment of Joint Committees will promote joint initiatives, joint investigation of concerns, and joint resolution of those concerns and that these joint initiatives will benefit the Corporation and its employees, and will promote, encourage and facilitate safe work practices and maintenance of a safe and healthy workplace.
- 1.3 Committees shall be established after due consultation with Departmental Management, the Health & Safety Coordinator, the Manager of Human Resources and Unions/Associations, to allow committee representation for the department/location in all work areas.

2.0 COMMITTEE MEMBERSHIP

- 2.1 Committee members should be selected on the basis of their genuine commitment to Health and Safety issues and their ability to work co-operatively with others.
- 2.2 Management Representation will be selected by the Senior Manager of the work area(s) concerned.
- 2.3 Worker Representatives who do not exercise managerial functions will be chosen by the Union or Worker group from the work area(s) concerned.
- 2.4 Worker and Management representatives must come from the work area(s) over which the Committee has jurisdiction.

3.0 TERMS OF COMMITTEE OFFICE

- 3.1 The length of the term of office of the representatives will be determined by the Managerial or Union/Worker group making the appointment of their respective representatives. Terms should be long enough for Committee members to gain expertise in Health and Safety issues.
- 3.2 Terms should be staggered to promote continuity of representation.

4.0 CO-CHAIRPERSONS

- 4.1 The Committee will be chaired by a Management and a Worker Representative. The Chair will alternate for each meeting.

5.0 TRAINING

- 5.1 The Corporation will endeavour to train all Committee members in Health and Safety matters.

6.0 TERMS OF REFERENCE

- 6.1 Each Committee will develop Terms of Reference ensuring that the specific requirements of Part II of the Canada Labour Code are met.

7.0 MEETINGS

- 7.1 Meetings for Health and Safety (JH&S) Committees shall be held at least once each month and, where meetings are urgently required as a result of an emergency or other special circumstance, the Committee shall meet as required whether or not meetings are held during regular working hours.
- 7.2 Scheduling of Meetings:
Meetings will be scheduled by the Committee in consultation with Management to satisfy the meeting frequency agreed upon.
- 7.3 Location and Time:
Meetings will be scheduled at the work place during regular working hours.

7.4 Preparation Time:

Committee members are entitled to be paid for time off for meetings, preparation for meetings, attending at the beginning of any testing, and for undergoing certification training.

8.0 POWERS OF THE COMMITTEE

8.1 Under Part II of the Canada Labour Code, the general function of a Joint Health and Safety Committee (JH&SC):

- (a) shall receive, consider and expeditiously dispose of complaints relating to the safety and health of the employees represented by the Committee;
- (b) shall maintain records pertaining to the disposition of complaints relating to the safety and health of the employees represented by the Committee;
- (c) shall cooperate with any occupational health service established to serve the work place;
- (d) may establish and promote safety and health programs for the education of the employees represented by the Committee;
- (e) shall participate in all inquiries and investigations pertaining to occupational safety and health, including such consultations as may be necessary with persons who are professionally or technically qualified to advise the Committee on those matters;
- (f) may develop, establish and maintain programs, measures and procedures for the protection or improvement of the safety and health of employees
- (g) shall regularly monitor programs, measures and procedures related to the safety and health of employees;
- (h) shall ensure that adequate records are kept on work incidents, injuries and health hazards, and shall regularly monitor data relating to those incidents, injuries and hazards;
- (i) shall cooperate with Safety Officers;
- (j) may request from an employer such information as the Committee considers necessary to identify existing or potential hazards with respect to materials, processes or equipment in the work place; and,

- (k) shall have full access to all government and employer reports relating to the safety and health of the employees represented by the Committee but shall not have access to the medical records of any person except with the consent of that person.

9.0 COMMITTEE RECOMMENDATIONS

- 9.1 The Supervisor with authority over the workplace must be given the opportunity to address any Health and Safety concern prior to it being tabled at a meeting of the Committee. As such all employees should follow the "Flow of Concern" table (see attached Internal Responsibility System flow chart) in dealing with Health and Safety issues.
- 9.2 All recommendations of the Committee shall be sent in writing to the Chief Administrative Officer (CAO) or designate for action.
- 9.3 The CAO or designate shall respond to the Committee in writing within twenty-one (21) days of receipt of the Committee recommendations.
- 9.4 The response shall contain schedules for completion, reasons for any delay or non-concurrence with the recommendations, or alternate proposals which management believes will resolve the problem satisfactorily.
- 9.5 The Committee shall follow up on all outstanding actions in a timely manner to ensure completion of all actions.

10.0 HAZARDOUS OCCURRENCE

- 10.1 The Health and Safety Committee must participate in the investigation of all hazardous occurrences.

11.0 WORK REFUSALS

- 11.1 A Committee member, who represents workers or a worker, will thoroughly investigate each work refusal. The work refusal investigation shall be undertaken in accordance with the provisions of Part II of the Canada Labour Code. See HR-HS-13 Refusal to Work.

- 11.2 The designated Worker shall, at the next scheduled meeting, report the facts as determined by their investigation to the Committee.
- 11.3 Recommendations resulting from the report shall be recorded in the Minutes of the Committee meeting.
- 11.4 The Human Resources Department and the Health & Safety Coordinator shall be contacted in the event of a work stoppage/refusal as soon as one is initiated.

12.0 WORKPLACE INSPECTION

- 12.1 A Worker member of the Committee shall inspect the workplace at minimum once per month. If this is not practical, then at inspection of at least a part of the workplace should be performed each month so that the whole workplace is inspected at least once a year.
- 12.2 Inspections are to be carried out by teams of one (1) Worker and one (1) Management Representative.
- 12.3 The Management Representative should be the supervisor of the area to be inspected wherever possible.
- 12.4 Inspections are to be scheduled by Management during regular working hours to ensure a complete inspection of all facilities within the Committee's jurisdiction at least every three (3) months but not more often than once per month.
- 12.5 An approved City of Dryden Workplace Inspection Form will be used to record inspection activities. These forms may be customized to fit the department, with approval by the Health & Safety Coordinator and Departmental Management. Inspections shall include an examination of fire extinguishers.

13.0 MANAGEMENT RESPONSIBILITY

- 13.1 Departmental Managers shall:
 - (a) ensure that agendas, minutes, reports and notices to Departmental Management, Unions, Committee Members and the Health & Safety Coordinator, are prepared and distributed;
 - (b) ensure that an up-to-date listing of Committee Members and their work locations is posted on Department bulletin boards and submitted to the Health & Safety Coordinator;

- (c) respond in writing within twenty-one (21) days to Committee recommendations, with an implementation plan for changes agreed to, or reasons where not agreed to;
- (d) ensure that copies of Supervisor's Reports of Employee Injury are compiled by the Committee Secretary for Committee review before each meeting; and,
- (e) provide information to the Committee respecting the identification of potential or existing hazards of materials, processes or equipment, and provide information to the Committee on any testing and have a designated member present at the beginning of testing.

14.0 WORKER REPRESENTATIVE RESPONSIBILITY

14.1 Worker Representatives shall:

- (a) ensure that required Committee representation is maintained;
- (b) notify their Supervisor of upcoming Committee commitments such as meetings or inspections and apply for permission to attend using the normal Departmental and Corporate Procedures; and,
- (c) choose one (1) of their Representatives from the Committee to investigate cases where a worker loss of life or critical injury occurs at the workplace.

15.0 HEALTH AND SAFETY COORDINATOR

- 15.1 The Health and Safety Coordinator will provide ongoing assistance to the Committee and act as a resource person or advisor to the Committee as required.
- 15.2 The Health and Safety Coordinator will track JHSC activities (meetings, inspections, training etc.) and provide feedback and reports on compliance.
- 15.3 The Health and Safety Coordinator will attend meetings upon request and if warranted.
- 15.4 The Health and Safety Coordinator will provide information on JHSC certification as well as availability of upcoming certification training.
- 15.5 The Health and Safety Coordinator will participate in incident investigations where loss of life or critical injury occurs in the workplace in conjunction with the Worker Representative of the Committee.

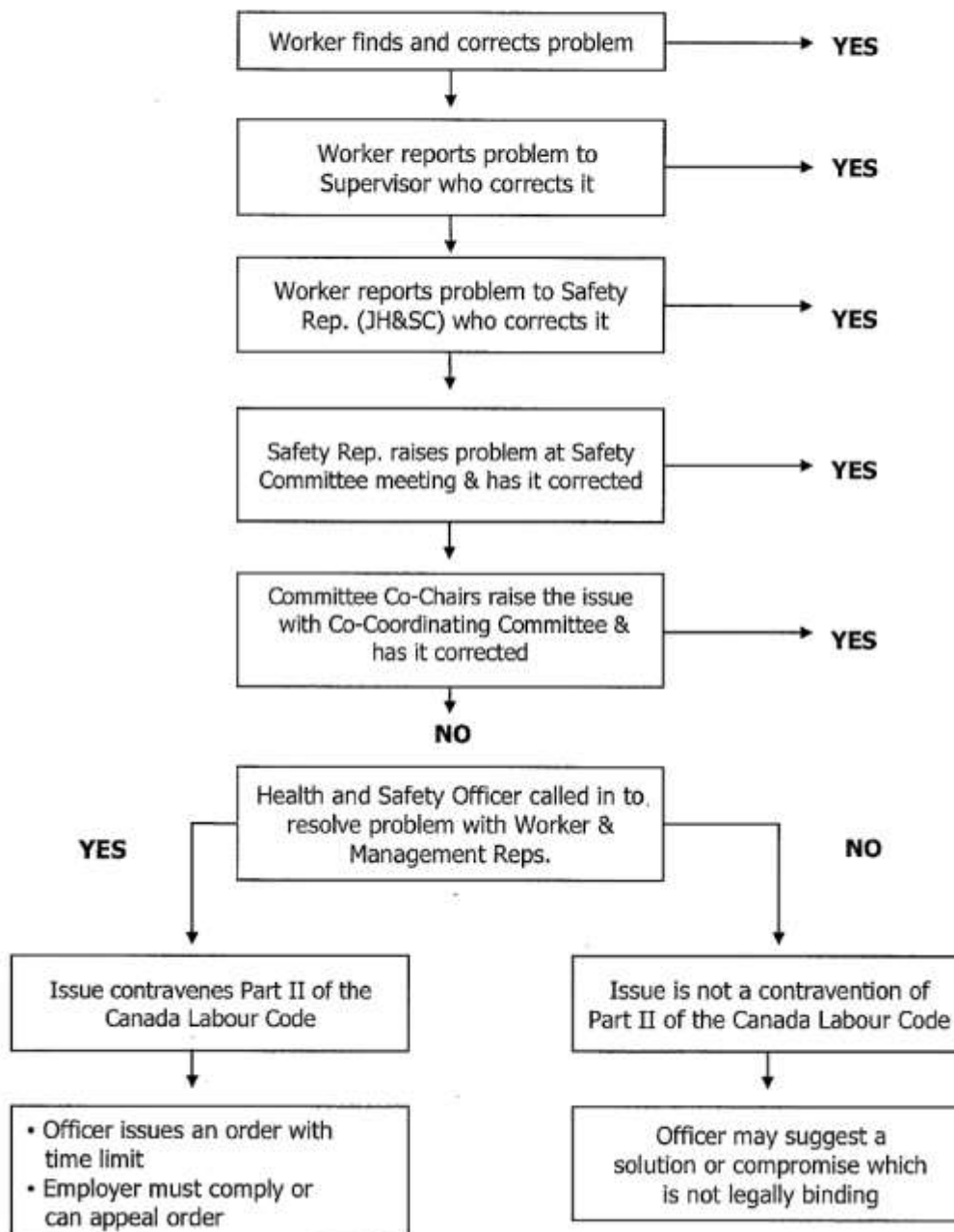
16.0 COMMITTEE GENERAL

- 16.1 The Committee shall not assume or infringe upon Management or Supervisory responsibilities for health and safety and will not upset or interfere with the normal Supervisor - worker relationship.
- 16.2 The responsibility of compliance with the regulations lies with the Supervisor. For this reason, the Committee's site inspection reports will be strictly accurate and concise. The Committee will confine its discussion and activities to matters of incident prevention and employee health and safety.
- 16.3 The Committee shall not investigate individual incidents, other than cases of death or critical injury, but will review circumstances surrounding a particular incident for the purpose of recommending remedial action.
- 16.4 Incident review will be conducted for the purposes of determination of prevention measures for the health and safety of the worker(s)

APPENDICES:

INTERNAL RESPONSIBILITY FLOW CHART – AIRPORT.

History			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
Review Date:	April 27, 2011	Approved by:	H & Safety Coordinator
Review/Amendment Date:	October 21, 2013	Approved by:	By-law 4114-2013
Review/Amendment Date:	Dec 19, 2017	Approved by:	CAO
Review/Amendment Date:		Approved by:	

PROCEDURE TO FOLLOW WHEN REPORTING SAFETY CONCERNS**"INTERNAL RESPONSIBILITY SYSTEM – AIRPORT (FEDERAL)"**

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.