

Committee: Joint Health & Safety Committee

Committee Chair(s): HR Coordinator (Employer Designate) & Employee Designate

1. The CSA is committed to provide a safe, healthy work environment and to strive to eliminate any foreseeable hazards, which may result in fire, security loss, damages to property, and personal injury/illness. All supervisors and staff must be dedicated to the continuing objective of reducing risk of injury/illness in the workplace.
2. A Joint Health and Safety Committee (JHSC), consisting of management and employees from all areas of the CSA, has been established to identify and resolve health and safety issues in the workplace. Together they are committed to improving health and safety conditions. The committee identifies potential health and safety problems and brings them to the employer's attention. As well, members must be kept informed of health and safety developments in the workplace.
 - 2.1. Purpose: To provide greater protection against workplace injury and illness, and greater protection means reduced suffering, work-related accidents and work-related deaths.
 - 2.2. Role: The committee is an advisory body that helps to stimulate awareness of safety issues, recognizes workplaces risks, and deals with these risks. To achieve its goals, the committee holds meetings and conducts regular workplace inspections.
 - 2.3. Structure: the JHSC shall consist of at least four (4) members, with at least 50% of committee members being non-management designated representatives. At a minimum, at least one non-management representative and one management representative shall be certified by the provincial Health and Safety JHSC certification program.
3. The committee shall have two (2) co-chairs, one appointed from management and one appointed from employees. The management designate co-chair shall be the HR Coordinator.
4. The committee shall have at least two (2) certified members, one representative from management and one from the employees.
5. **Essential Functions of the JHSC:**



- 5.1.** Review the Inspection Schedule on an annual basis and perform inspections of the workplaces per the Schedule. The CSA shall make every effort to ensure that the CSA workplaces are inspected once per semester. At a minimum all CSA workplaces must be inspected once per year.
 - 5.2.** Have a right to investigate serious accidents.
 - 5.3.** Have a right to be consulted about and be present at the beginning of testing for events such as measuring exposure levels for dangerous substances or determining noise and/or radiation levels at a workplace.
 - 5.4.** Expand their duties as necessary and assist in the development of health and safety programs in the workplace.
 - 5.5.** Identify hazardous situations.
 - 5.6.** Make written recommendations to improve health and safety.
 - 5.7.** Recommend the establishment, maintenance, and monitoring of occupational health and safety programs, measures and procedures.
 - 5.8.** Obtain information from the employer about actual or potential hazards.
 - 5.9.** Be consulted and obtain information from the employer about any occupational health and safety testing (e.g., chemicals, machines, noise) and risk assessments (e.g., violence).
 - 5.10.** Be consulted about the preparation of inventories and hazardous materials and hazardous physical agents.
 - 5.11.** Receive and review health and safety reports.
 - 5.12.** Assist in resolving matters during a worker refusal.
 - 5.13.** Accompany an inspector during Ministry of Labour inspections of the workplace.
- 6.** Employee committee members will select one member to be co-chair.
 - 7.** Co-chairs will alternate meeting responsibilities, to include, but not be limited to:
 - 7.1.** Contacting members regarding upcoming meetings and canvassing members for agenda items.



- 7.2.** Prepare minutes on a rotating basis following a specified JH&SC minutes format.
- 7.3.** Ensure follow-up is taken for action items until such items are closed.
- 7.4.** Ensure copies of the minutes are posted on the Health & Safety bulletin boards.
- 7.5.** Raise any issues to Management/President as needed.
- 8.** Meetings of the JH&SC shall occur at least once every three months. Items to be included in the agenda must be submitted to the committee co-chairs at least five (5) days in advance of the meeting. Quorum will consist of one (1) member representing management and two (2) members representing employees. All decisions shall be made by consensus of committee members present in the meeting.
- 9.** The committee may invite additional individuals to attend its meetings as appropriate, but these additional individuals cannot act as JH&SC members. If at a later time a need arises to increase the size of the JH&SC, additional members shall be selected.
- 10.** Meeting minutes will be stored securely on the shared drive by the HR Coordinator following approval. As well, a copy of the minutes will be posted on the Health and Safety bulletin boards.
- 11.** Members will collectively determine the assignment of members to each workplace inspection location.
- 12.** All CSA workplaces must be inspected and documented as per the Inspection Schedule. When a real or potential hazard is discovered, it must be reported to the Committee. Recommendations and/or action items must be remitted to Management/President by the HR Coordinator in a timely fashion. All records of inspections will be stored securely by the HR Coordinator.
- 13.** Certified members shall investigate complaints that a dangerous circumstance exists in the workplace. As well, they will initiate and assist in the investigation of bilateral work stoppages.
- 14.** Committee member names, work locations, and contact information shall be posted on each Health and Safety Bulletin Board in CSA workplaces, to be made readily available to all CSA staff. It is the responsibility of the JH&SC co-chairs to update and maintain this list.



15. Management/President responsibilities to the JH&SC:

15.1. The Management/President shall provide a written response to the JH&SC's written recommendations within 21 days, including a timetable for implementation and/or reasons for disagreeing with the recommendations.

15.2. Provide immediate notice of a critical injury.

15.3. Provide written notice within three (3) working days of any accident, explosion, or fire causing injury at a workplace that disables the worker from performing the usual work or requires medical attention.

15.4. Provide written notice within three (3) working days that a present or former worker has an occupational illness, or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board (WSIB).

15.5. Provide the resources necessary to comply with the Ontario Occupational Health and Safety Act (OHSA) and Health and Safety Program

16. The CSA and its Joint Health and Safety Committee shall comply with the Ontario Occupational Health and Safety Act (OHSA). In the event that CSA policy contradicts the OHSA, the OHSA takes precedence.

17. This Terms of Reference shall be reviewed annually and available on the CSA website and the CSA shared drive.