

## **Joint Occupational Health & Safety Committee - Terms of Reference Mandate**

The Joint Occupational Health & Safety Committee (JOHSC) shall provide a forum whereby representatives of all Employee groups and the Employer can identify workplace health & safety hazards and make recommendations to improve health and safety conditions in the workplace. It is the firm belief of Western and its Staff that only through the joint effort of all parties can the University maintain a safe and healthy environment in which to work, study, and conduct research. The Committee is a key element of a well-functioning workplace internal responsibility system.

### **1- Duties of Committee**

The Committee shall fulfil the roles and responsibilities as set out in the Occupational Health and Safety Act (OHSA or the Act), which may include but is not limited to:

- 1.1. Identifying actual and potential hazards in the workplace
- 1.2. Obtaining information from the employer relating to health and safety in the workplace
- 1.3. Recommending to the University Health and Safety Committee the establishment, maintenance and monitoring of programs, measures and procedures relating to health and safety in the workplace
- 1.4. Inspecting the workplace on a regular basis
- 1.5. Being consulted about and having a member representing workers be present at the beginning of any health and safety-related testing in the workplace
- 1.6. Recommending health and safety improvements in the workplace

## **2- Membership Roles**

Any member of the JOHSC may initiate formal discussion within the Committee on a matter of workplace health and safety. The member may do so by writing to either of the co-chairs of the JOHSC in advance of the meeting at which the discussion is to take place or, where circumstances warrant immediate notice, by raising the concern at a meeting of the JOHSC.

### **Member Certification**

A minimum of one Employee and one Employer representative shall receive the training necessary to become *Certified Members* as defined by the Occupational Health and Safety Act.

## **3- Inspections**

On a rotation basis Worker members shall inspect a portion of the workplace. Over the course of one year all areas of the workplace shall be inspected.

- 3.1 Occupational health and safety concerns raised during Inspections will be recorded on a workplace inspection form, and the relevant department informed of the need to address the issue.
- 3.2 The Committee shall be appraised as to the status of outstanding corrective actions as part of each meeting.
- 3.3 Workplace Inspections shall follow Western Safety Procedure/Guidelines (Number: 96-03) Internal Inspection Program.

## **4- Critical Injury Investigation**

Employee representatives shall designate their member/s to inspect the worksite and any machine, device or thing in order to investigate an accident that fatally or critically injures to an Employee and to meet with the Ministry of Labour representative investigating the critical injury.

## 5- Committee Membership

The following employee groups may have voting representation on the Joint Occupational Health & Safety Committee:

- UWOFA (University of Western Ontario Faculty Association) Two voting members
- UWOSA (University of Western Ontario Staff Association) Two voting members
- PMA (Professional and Managerial Association) One voting member
- OPSEU (University of Western Ontario Police) One voting member
- CTA (Clinical Teacher's Association) One voting member
- CUPE Local 2361 One voting member
- CUPE Local 2692 One voting member
- IUOE Local 772 One voting member
- PSAC 610 One voting member
- SAGE One voting member

- 5.1 Each employee group can provide the voting member/s and alternate/s for Committee representation; only the voting member is required to attend meetings, however, the alternate member is encouraged to attend all meetings when possible.
- 5.2 Only if the voting member is unable to attend a meeting will the alternate assume voting rights. If the voting member holds a chair position, then the alternate will be required to attend meetings until such term is complete.
- 5.3 At their choice, Unions/Associations of employee groups shall have the option of having no designated JOH&S member. The President of these Unions/Associations will have access to all JOH&S agendas, minutes, accident reports and any other JOH&S resource materials that Committee members receive. When the Union/Association Presidents wish to attend the meeting/s they will be included at any JOH&S meeting/s, with voting privileges. Meanwhile, as these groups have no designated JOH&S member, they would not affect quorum at the remainder of meetings.
- 5.4 All Employees groups of the University will set terms for participating Employee Representatives. The minimum to be a 2 year term that can be renewable with no maximum.
- 5.5 The University shall appoint members to act as Employer representatives. The number of Employer representatives shall not exceed the number of Employee representatives.
- 5.6 In the meeting nearest to September 1st of each year, prior to the commencement of the committee meeting, designated Employee representatives shall select one of their own members to act as Co-Chair. It will be assumed that all designated Employee representatives will be available to serve as Co-Chair unless information to the contrary is received prior to the selection process.
- 5.7 The University shall appoint one of their Employer representatives to act as a Co-Chair of the committee.
- 5.8 There is no limit on the number of annual appointments a Co-Chair may serve.

## 6- Meetings

- 6.1 The Committee shall meet on an approximate six (6) week schedule unless otherwise agreed to by the Co-Chairs. The Committee will break in the summer months provided that the period of time between committee meetings will not exceed three months.
- 6.2 Records will be maintained and kept in the office of Health Safety and Well- Being; records include minutes, reports, recommendations and any other documents pertaining to the committee activities. These documents may be at any time accessed by the Co-Chairs and/or by outside governing bodies

- 6.3 The Co-Chairs will have rotation of duties, alternating the chairing of the Committee meetings.
- 6.4 The Co-Chairs, prior to distribution to Committee members, shall review and agree to minutes of the meetings.
- 6.5 Quorum for Committee meetings shall consist of at least one Co-Chair, at least one Employer representative and a total number of members representing at least 50% of the designated voting Worker members.
- 6.6 Meetings may be held without quorum if there is no objection from any member present. Such meetings will be to provide information and updates only. Items that must be voted upon will be held over until the next meeting where quorum is present.

### **7- Administration of Committee**

In the nearest meeting to July 1<sup>st</sup> of each year, the Committee will review the Terms of Reference and recommend revisions to ensure continued compliance with the Occupational Health & Safety Act and the evolving needs of Western and its community.

The Committee shall have access to the following resources to complete their work:

- 7.1 A coordinator and where applicable technology to record minutes, prepare the agenda as set by the Co-Chairs, notify members of meeting times and locations, notify both Co-Chairs regarding quorum, distribute minutes and any relevant resource material to Committee members prior to each meeting.
- 7.2 Members of the office of Health Safety and Well-Being;
- 7.3 Committee resources and support for Workplace inspections.

## **Joint Occupational Health and Safety Committee Procedures**

- 1. Workplace Inspection Program**
- 2. Monitoring of Incidents**
- 3. Selection of members representing workers in the case of Ministry of Labour visits, work refusal and critical incidents**
- 4. Referral of issues to the Committee**