

Administration Joint Health and Safety Committee (JHSC)

TERMS OF REFERENCE

PREAMBLE

McMaster University as an employer is responsible for establishing and maintaining joint health and safety committees to deal with health and safety issues concerning employees in bargaining units and all workplace parties of the University. McMaster University promotes the approach that through joint investigations of health and safety issues and joint resolution of these issues, the workplace will be co-operatively maintained in a safe and healthy condition.

McMaster University and its employees have acknowledged that the proper functioning of the Joint Health and Safety Committee (JHSC) can only be carried out where the representatives of the parties are committed to their responsibilities under the *Ontario Occupational Health and Safety Act* and have agreed to endeavor to promote a co-operative, positive, and progressive effort concerning health and safety in the workplace.

The Administration Joint Health and Safety Committee has adopted these terms of reference to guide its operations, as outlined under the McMaster University's RMM Programs 104 and 105 regarding McMaster University JHSCs and the Central JHSC, respectively.

1.0 COMPOSITION OF THE COMMITTEE

Member Selection

- 1.1 There will be **at least 4 worker** members on the Committee. These worker members will be selected by the Union(s) and other worker groups. Worker members will be appointed by the Canadian Auto Workers Union (CAW).
- 1.2 The Union and other worker groups may also select 1 (one) alternate worker member for the purpose of attending Committee meetings if a worker member cannot attend the meeting. An alternate may be sent with the agreement of the Worker Co-Chair
- 1.3 There will be **at least 3 members** on the Committee selected by Senior Management from among persons who exercise managerial functions. Senior Management may also select 1 alternate member from among persons who exercise managerial functions.

Co-Chairpersons

- 1.4 There will be two Co-Chairpersons ("Co-Chairs") of the Committee, one Co-Chair to be selected by the worker members of the Committee and one Co-Chair to be selected by the management members of the Committee.
- 1.5 Co-Chairs will be appointed for a term of 1 year (June 1 to May 31) by their respective constituencies.

Certified Members

- 1.6 There will be at least two certified members, one who represents the workers, and one who represents management. The Union(s) being represented by the Committee will select the worker member(s) to be certified. Senior Management shall select the management member to be certified.

Guests

- 1.7 Additional persons may attend Committee meetings with the approval of both Co-Chairs.

2.0 FUNCTIONS OF THE COMMITTEE

General

- 2.1 It is the function of the Committee to:
- (a) Identify, evaluate and make recommendations concerning workplace health and safety issues;
 - (b) Inspect the workplace on a regular basis;
 - (c) Be consulted about and provide input into workplace health and safety programs; and
 - (d) Discuss other workplace health and safety issues and reports as appropriate.

Inspections

- 2.2 The worker membership will designate one or more worker members to conduct workplace inspections. With the agreement of the worker members, management members may accompany the worker members on the inspection.
- 2.3 The inspections will be conducted in accordance with the annual inspection schedule that is prepared by the Committee. Committee members will inspect the following areas (**excluding areas that are inspected by another JHSC**):
- (a) Gilmour Hall (excluding the CAW office)
 - (b) McMaster University Student Centre
 - (c) Wentworth House {rooms 117, 117/A, 118, 118/A, 118/B, 118/C, 118/B/A, 180, 191, 181, 103 (women's washroom), 103 (men's washroom)}
 - (d) Alumni Memorial Hall {2nd floor only}
 - (e) Alumni House (*formerly the President's Residence*)
- 2.4 The Committee will adopt the inspection forms from the University's *Handbook for McMaster University Joint Health and Safety Committees*. All Committee members conducting inspections will approve the completed inspection report(s) prior to the inspection report being sent to the responsible supervisor.
- 2.5 The Committee will select one member for a term of 1 year (June 1 to May 31) who will be responsible for maintaining the inspection binder.
- 2.6 The original copy of the completed inspection forms will be sent to the Co-Chairs at admin.jhsc@mcmaster.ca **within 2 working days** of the completion of an inspection.

Within 5 working days of the completion of an inspection the Co-Chairs will send the inspection to the Responsible Supervisor via email (from admin.jhsc@mcmaster.ca). The Responsible Supervisor will provide a written response to the identified hazards to the Committee Co-Chairs within the appropriate timelines listed on the form.

Recommendations of the Committee

- 2.7 The Committee shall forward any recommendations to the appropriate management representative. The Senior Manager will provide a written response to Committee recommendations (in accordance with section 9(20) and 9(21) of the Act) to the Co-Chairs within twenty-one (21) calendar days after the receipt of the written recommendations. This response shall include a timetable for implementing the recommendations that Senior

Management agrees with, and the reasons for Disagreement with any recommendations not accepted.

Accident Investigations

- 2.8 The Employer will provide lost-time/medical aid information to the Co-Chairs on a regular basis and upon request.
- 2.9 Where a worker is killed or critically injured on the job, the worker members of the Committee shall designate one or more such members to investigate the accident and inspect the place where the accident occurred. The findings of the investigation shall be provided to the Committee, the appropriate management representative, the Unions represented on the Committee, Environmental and Occupational Health Support Services, and the Ministry of Labour.

Ministry of Labour Inspections

- 2.10 A designated worker member and a management member are to be notified and accompany any Ministry of Labour (MOL) inspector conducting inspections in the workplace. The appropriate Risk Management Support Group (RMSG) office shall also be notified and will accompany the inspector during the inspection of the workplace. The Co-Chairs will ensure that all MOL orders are distributed to the Committee and are posted on the JHSC bulletin board.

Work Refusals

- 2.11 A designated worker member shall be notified and attend a work refusal without delay. The appropriate RMSG office will also be notified and will attend the work refusal.

3.0 MEETINGS

Frequency

- 3.1 The Committee will establish the meeting schedule at the beginning of every calendar year. Committee meetings will be scheduled on the second Wednesday of the month and will usually not meet in March, July, September and December. 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 exceed three months.

Co-Chair

- 3.2 The worker Co-Chair and the management Co-Chair may alternate duties as chairperson.

Quorum

- 3.3 A quorum for Committee meetings will consist of **a minimum of 2 worker members and one management member and at least one of the members present must be a Co-Chair**. The number of management members must not exceed the number of worker members. Guests do not count towards the determination of the quorum. If quorum is not reached, the items discussed at the meeting will be for information purposes and will not include the passing of recommendations or approvals.

Attendance

- 3.4 Should a member miss three consecutive meetings they will be contacted by their respective Co-Chair to determine if the member is still willing and able to actively serve on the Committee.

- 3.5 Members who are on leave are expected to resign from the Committee and may request to re-join the Committee upon returning from their leave.

Agenda Items

- 3.6 The Co-Chairs will prepare the agenda for each meeting and distribute it to all members one week in advance of regularly scheduled Committee meetings.
- 3.7 Agenda items will consist of workplace health and safety issues. Agenda items should be dealt with by consensus. Where consensus is not reached, this will be recorded in the minutes.
- 3.8 Agenda items which continue to be unresolved by the Committee will be referred to the Central JHSC. The Central JHSC will add this item to their agenda and discuss for the purpose of identifying advice towards recommended resolution.

Minutes

- 3.9 Senior Management for the JHSC (the Vice-President Administration) will appoint clerical support with respect to the recording, preparation, and timely circulation of the agenda and minutes of Committee meetings.
- 3.10 Minutes of the Committee meetings are to be prepared in a timely fashion, reviewed and signed by both Co-Chairs after approval by the Committee. The Co-Chairs are responsible for ensuring that signed Committee minutes are promptly posted on the health and safety board located in the employee lounge in the basement of Gilmour Hall.
- 3.11 Copies of all minutes signed by Co-Chairs will be forwarded to EOHSS for circulation to the Central JHSC.
- 3.12 EOHSS will distribute the Central JHSC minutes and incident summaries to the Co-Chairs who will forward them to the members of the Admin JHSC.

4.0 PAYMENT FOR COMMITTEE MEMBERS

- 4.1 In accordance with the requirements of the Act, all time spent by Committee members in connection with attending at Committee meetings or performing duties prescribed by the *Occupational Health and Safety Act* or these terms of reference will be considered as time at work for which Committee members will be paid at the appropriate rate of pay.

5.0 GENERAL

- 5.1 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.
- 5.2 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 individuals' personal or medical information.
- 5.3 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.

- 5.4 The Committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing effective operation of the Committee.
- 5.5 The Committee shall review the terms of reference yearly during the Co-Chairs' term of office (June 1 to May 31).

6.0 HEALTH & SAFETY TRAINING

- 6.1 All Committee members shall complete all training that is required by the Health & Safety training matrix, as identified below.

Training Matrix	
Asbestos	Office WHMIS
Ergonomics	Slips, Trips & Falls
Fire Safety	Violence in the Workplace

- 6.2 All Committee members shall also complete the training courses identified below.

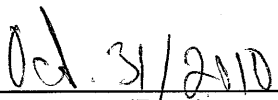
Additional Training	
Accident Investigation	Indoor Air Quality
Due Diligence	

7.0 SITE SPECIFIC HAZARDS

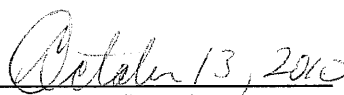
- 7.1 The Committee will review the Site Specific Hazards on an annual basis.
- 7.2 The following hazards have been determined by the Committee (as of October 2009);

Hazard	
Sharps handling	Review of Biomedical and Pharmaceutical Waste Handling Procedures poster and Sharps Poster
Gas Cylinder	Review of RMM 504 Compressed and Liquefied Gases Program
Workplace Inspection Review	Yearly review with the Co-Chairs
Espresso Book Machine orientation	Session arranged with the Titles Bookstore Book Operations Manager
Lock-out/Tag-out	Review the Lock-out/Tag-out video


 (Worker Co-Chair)


 (Date)


 (Management Co-Chair)


 (Date)