

 McMaster University Risk Management Manual	RMM # 104	Date: Sept 2008
	Title: Central Joint Health and Safety Committee	Page: 1 of 10
Submitted: Central Joint Health and Safety Committee	Approved:  Vice President, Administration	Authorized:  President and Vice-Chancellor

## 1 PURPOSE

- 1.1 To support the Internal Responsibility System (IRS) and provide a mechanism for joint resolution of occupational health and safety issues in the workplace.
- 1.2 To provide oversight and support for the activities of McMaster University Joint Health and Safety Committees.
- 1.3 To provide joint assessment and input on University policy and programs related to health and safety and to make recommendations to senior management regarding such policy and programs.
- 1.4 To provide joint evaluation and support of educational programs directed at eliminating risks related to occupational health and safety.
- 1.5 To ensure compliance with the Occupational Health and Safety Act (the Act) R.S.O. 1990

## 2 SCOPE


- 2.1 All faculty, staff and recognized employee unions and associations.

## 3 RELATED DOCUMENTS

- 3.1 McMaster University Environmental and Occupational Health and Safety Policy RMM#100.
- 3.2 Occupational Health and Safety Act and Regulations for Industrial Establishments O. Reg 851;
- 3.3 O. Reg 835 – Designated Substances;
- 3.4 O. Reg 213/91 – Construction Projects;
- 3.5 Ministry of Labour Guidelines for JHSCs.
- 3.6 Terms of reference McMaster University JHSCs
- 3.7 Biosafety Program / Biosafety Committee terms of reference RMM#600 and RMM#106.
- 3.8 Radiation Safety Program / Health Physics Advisory Committee terms of reference RMM#700 and RMM#107.

## 4 DEFINITIONS

- 4.1 *Audit* - a systematic check to determine quality in the operation of some function or the performance of some activity (e.g. Internal Responsibility System).


	McMaster University Risk Management Manual	RMM # 104  Title: Central Joint Health and Safety Committee	Date: Sept 2008 Page: 2 of 10
-----------------------------------------------------------------------------------	--------------------------------------------------	----------------------------------------------------------------------	----------------------------------

- 4.2 *Certified Member* – a committee member who is certified in accordance with the Act and criteria set out by the Workplace Safety and Insurance Board
- 4.3 *Inspection* - an examination of the workplace to identify deficiencies that might cause injury, illness, or property damage.
- 4.4 *Internal Responsibility System (IRS)* – the fundamental concept on which the Act is based. The IRS defines and outlines the responsibilities of all parties in the workplace. The development of an effective IRS is shared by all parties and contributes to the quality of occupational health and safety programming, its execution and the health and safety culture.
- 4.5 *Mandamus* – order from a higher court to a lower court or official that a certain thing will be done.
- 4.6 *Worker* – a person who performs work or supplies services for monetary compensation.
- 4.7 *Shall*—mean must, mandatory
- 4.8 *Acronyms*:
- *OHSA* - Occupational Health and Safety Act
  - *CJHSC* – Central Joint Health and Safety Committee
  - *JHSC* – Joint Health and Safety Committee
  - *HPAC* – Health Physics Advisory Committee
  - *PBAC* – Presidential Biosafety Advisory Committee
  - *EOHSS* – Environmental and Occupational Health Support Services
  - *WSIB* – Workplace Safety and Insurance Board
  - *FHSc* – Faculty of Health Sciences Safety Office
  - *EHS* – Employee Health Services


## 5 RESPONSIBILITIES

### 5.1 The Central Joint Health and Safety Committee shall:

- review minutes and reports from McMaster University JHSCs;
  - review and audit inspection reports from McMaster University JHSCs;
  - conduct periodic health and safety audits at the departmental level;
  - review and make comment on proposed occupational health and safety policy and programs;
  - review injury and occupational disease (injury/ incident) reports and statistics;
  - review and comment on proposals for health, safety and fire loss prevention programs and training initiatives;
-

 <p>McMaster University Risk Management Manual</p>	<p>RMM # 104 Title: Central Joint Health and Safety Committee</p>	<p>Date: Sept 2008 Page: 3 of 10</p>
---------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------	------------------------------------------

- when requested provide assistance to other JHSCs by participating in regulatory inspections, safety-related work refusals and investigations of fatal or critical injuries; and
- make recommendations to improve internal responsibility and workplace health and safety conditions.

	McMaster University Risk Management Manual	RMM # 104 Title: Central Joint Health and Safety Committee	Date: Sept 2008 Page: 4 of 10
-----------------------------------------------------------------------------------	--------------------------------------------------	------------------------------------------------------------------	----------------------------------

5.2 **McMaster University Joint Health and Safety Committees shall:**

The Occupational Health and Safety Act sets out the following minimum functions for a Joint Health and Safety Committee (See Policy # 105 McMaster University Joint Health and Safety Committees).


- Meet at least once every three months, more frequently if determined by the JHSC;
- Record the minutes of meetings and forward copies to the Senior Manager responsible and the CJHSC;
- Identify and report in writing unresolved workplace health and safety issues to the Senior Manager responsible;
- Review Incident/ Injury reports;
- Provide written recommendations to Senior Manager responsible on health and safety issues including improvements to internal responsibility and workplace health and safety conditions;
- Ensure that at least one member of the JHSC representing management and one representing workers are certified to WSIB as per the OHSA;
- Provide certified members as required by OHSA for investigations, and bilateral work stoppages;
- Obtain information from constructor or employer regarding actual or potential hazards;
- Obtain information from the constructor or employer concerning testing;
- Be consulted about workplace testing methods and strategies;
- Post the names and work locations of members; and
- Review and make comment on safety training programs on an annual basis

**Worker members** are required to designate one of their members who may carry out additional functions:

- to be present at the beginning of industrial hygiene testing;
- on a schedule established by the JHSC, inspect the workplace at least once per month or inspect part of the workplace each month resulting in the inspection of the entire workplace in one year;
- to inform the JHSC of actual or potential hazards; and
- to assist in resolving health and safety related work refusals.

5.3 **Certified Members:** The Act requires that at least one member of a JHSC representing management and one member representing workers be certified. Such members receive certification training that has been approved by the Workplace Safety and Insurance Board (WSIB). Required duties of the certified member include:

- to investigate that dangerous circumstance may exist according to section 45 of the Act; and
  - to initiate and /or assist in the investigation of a bilateral work stoppage;
-

	McMaster University Risk Management Manual	RMM # 104 Title: Central Joint Health and Safety Committee	Date: Sept 2008 Page: 5 of 10
-----------------------------------------------------------------------------------	--------------------------------------------------	------------------------------------------------------------------	----------------------------------

- contact the other certified member if dangerous circumstances continue to exist after the investigation
- in all cases EOHSS should be contacted immediately to assist in the inspection.

5.4 **The Health Physics Advisory Committee shall:**

- forward copies of new and revised radiation safety policy and procedures to the CJHSC for information and review; and
- provide updated lists of all approved biohazard projects to the CJHSC.

5.5 **Biosafety Committee shall:**


- forward copies of new and revised biosafety policy and procedures to the CJHSC for information and review
- provide updated lists of all approved biohazard projects to the CJHSC

5.6 **Environmental and Occupational Health Support Services shall:**

- provide technical and professional support to the CJHSC and shall act as liaison between the CJHSC and the all other Committees having assigned responsibility for health and safety on campus;
- submit draft health and safety policy and programs to the CJHSC for review and comment;
- through liaise with EHS provide injury and occupational disease statistics to the CJHSC for review and comment;
- provide information to the CJHSC on proposed health, safety and fire loss prevention programs;
- provide the CJHSC with information regarding new and proposed health and safety legislation; and
- Co-ordinate certification training offerings.


5.7 **Deans / Directors / Chairs/ Department Heads shall:**

- support the activities of the CJHSC;
  - respond promptly to concerns raised by the CJHSC and / or other JHSCs;
  - respond in writing within twenty-one days to any written recommendation from a JHSC; and
  - ensure that CJHSC and McMaster University JHSC members are afforded the time and resources required to fulfill their obligations and rights as members of such committees.
-

	McMaster University Risk Management Manual	RMM # 104 Title: Central Joint Health and Safety Committee	Date: Sept 2008 Page: 6 of 10
-----------------------------------------------------------------------------------	--------------------------------------------------	------------------------------------------------------------------	----------------------------------

5.8 **Vice President Administration / Finance shall:**

- receive and review minutes, and respond to recommendations from the CJHSC in writing; and
  - report on the activities and recommendations of the CJHSC to the Senior Management Group.
-

	McMaster University Risk Management Manual	RMM # 104 Title: Central Joint Health and Safety Committee	Date: Sept 2008 Page: 7 of 10
-----------------------------------------------------------------------------------	--------------------------------------------------	------------------------------------------------------------------	----------------------------------

## 6 CENTRAL JOINT HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

6.1 **Authority:** the CJHSC receives its authority from the OHSA and reports to the Vice President Administration and Finance. The legal JHSCs for McMaster University are specified in RMM#105 program entitled McMaster University Joint Health and Safety Committees. The model for the establishment of the CJHSC is derived from the Occupational Health and Safety Act (the Act

6.2 **Membership:** The CJHSC shall be comprised of:

- at least 50 % shall be workers and will be named by the bargaining unit they represent; and
- 50% of the members representing management, appointed by the Vice President Administration.

6.3 **Officers:**

- **Two Co-Chairs:**
  - One representing the worker representatives;
  - One representing the management representatives.

There will be a single rotating chair for each meeting of the committee.


- **Administrative Support:** The department of Environmental and Occupational Health Support Services will provide administrative support services to the CJHSC.

6.4 **Certification:** At least two members of the CJHSC, one representing management and one representing workers, will be certified members. Certification training will be encouraged and provided to any interested JHSC member.

6.5 **Membership List:** See attachment Appendix B.

6.6 **Quorum:** The minimum number of members for quorum shall be 50% Management members, 50% Worker members + one additional worker member. Once quorum is met, the number of worker members at a meeting shall equal or exceed the number of management members.


6.7 **Meetings:** The CJHSC shall meet at least monthly unless otherwise agreed by the co-chairs. It may meet more often at the discretion of the co-chairs and by consensus of the committee for the purpose of dealing with unfinished business.

	McMaster University Risk Management Manual	RMM # 104 Title: Central Joint Health and Safety Committee	Date: Sept 2008 Page: 8 of 10
-----------------------------------------------------------------------------------	--------------------------------------------------	------------------------------------------------------------------	----------------------------------

- 6.7.1 **Powers and Protection:** It is noted that all members of Joint Health and Safety Committees associated with McMaster University are recognized as legal JHSC members under the Occupational Health and Safety Act. All powers and protection under the OHS Act for each JHSC are assumed by each member.

## 7 RECORDS


- 7.1 The Department of Environmental and Occupational Health Support Services shall retain copies of the CJHSC minutes and all documents relevant to the activities of the Committee.
-

	McMaster University Risk Management Manual	RMM # 104  Title: Central Joint Health and Safety Committee	Date: Sept 2008 Page: 9 of 10
-----------------------------------------------------------------------------------	--------------------------------------------------	----------------------------------------------------------------------	----------------------------------

## Appendix A

### Occupational Health and Safety Act R.S.O.190. Requirements for Joint Health and Safety Committee:

- 9       (2)    A joint health and safety committee is required,
- (a)     at a workplace at which twenty or more workers are regularly employed.
- (20)   **Response to recommendations:** A constructor or employer who receives written recommendations from a committee shall respond in writing within twenty-one days.
- (21)   A response of a constructor or employer under subsection (20) shall contain a timetable for implementing the recommendations the constructor or employer agrees with and give reasons that constructor or employer disagrees with any recommendations that the constructor or employer does not accept.
- (22)   **Minutes of Proceedings:** A committee shall maintain and keep minutes of its proceedings and make same available for examination and review by an inspector.
- (31)   The members of a committee who represent workers shall designate one or more such members to investigate cases where a worker is killed or critically injured at a work place from any cause, and one of those members may, subject to subsection 51 (2), inspect the place where the accident occurred and any machine, device or thing, and shall report his or her findings to a director and to the committee.
- (33)   **Meetings:** A committee shall meet at least once every three months at the workplace and may be required to meet by order of the Minister
- 65    (1)    **Immunity:** No action or other proceedings for damages, prohibition or mandamus, shall be instituted respecting any act done in good faith in the execution of persons duties under this act or in the exercise or intended exercise of a persons power under this Act or for any alleged neglect or default in the execution or performance in good faith of the person's duties or powers if the person is,
- (d)     a health and safety representative or a committee member;
- (e)     a worker selected by a trade union or trade unions or by workers to represent them.
-

	McMaster University Risk Management Manual	RMM # 104 Title: Central Joint Health and Safety Committee	Date: Sept 2008 Page: 10 of 10
-----------------------------------------------------------------------------------	--------------------------------------------------	------------------------------------------------------------------	-----------------------------------

### Central Joint Health and Safety Committee Members

Appendix B - This list will change periodically - for the current list of members see  
<http://www.workingatmcmaster.ca/cohss>

#### Management

Tony Cupido	Facility Services	<a href="mailto:cupidot@mcmaster.ca">cupidot@mcmaster.ca</a>	23054
Brendan McCrory	Hospitality Services	<a href="mailto:mccrorb@mcmaster.ca">mccrorb@mcmaster.ca</a>	23839
Debbie Marinoff-Shupe	Athletics & Recreation	<a href="mailto:marinof@mcmaster.ca">marinof@mcmaster.ca</a>	24640
Karin Cassidy	Fac. Health Science	<a href="mailto:cassidk@mcmaster.ca">cassidk@mcmaster.ca</a>	23453
Mary Ruth Linkert	Libraries	<a href="mailto:linkert@mcmaster.ca">linkert@mcmaster.ca</a>	24355
Cathy O'Donnell	Security Services	<a href="mailto:odonnell@mcmaster.ca">odonnell@mcmaster.ca</a>	26060
Cathie Miller	Student Services	<a href="mailto:millerce@mcmaster.ca">millerce@mcmaster.ca</a>	24036
Jill Axisa	President's Office	<a href="mailto:axisaji@mcmaster.ca">axisaji@mcmaster.ca</a>	22615

#### Staff

Dave Stevens	Facility Services(SEIU)	Page 87-1968	24022
Nancy Clark	Occ. Health Lab (CAW)	<a href="mailto:clarkn@mcmaster.ca">clarkn@mcmaster.ca</a>	22336
Shawn MacLeod	Security Services (CAW)	<a href="mailto:smacleo@mcmaster.ca">smacleo@mcmaster.ca</a>	24281
Joan Jones	Hospitality Services (SEIU)	<a href="mailto:jjones116@cogeco.ca">jjones116@cogeco.ca</a>	
Carl Sterback	OP. Engineers (IUOE)	<a href="mailto:sterback@mcmaster.ca">sterback@mcmaster.ca</a>	24426
Lorraine Park	Office of the Registrar(CAW)	<a href="mailto:parklor@mcmaster.ca">parklor@mcmaster.ca</a>	24805
Leah Allan	Dept of Chemistry (CAW)	<a href="mailto:allanle@mcmaster.ca">allanle@mcmaster.ca</a>	22486
Matt MacLellan	CUPE	<a href="mailto:Matt.MacLellan@msvu.ca">Matt.MacLellan@msvu.ca</a>	
Doris Stevanovic	Centre for Emerging Device Technologies (CEDT) (CAW)	<a href="mailto:stevanov@mcmaster.ca">stevanov@mcmaster.ca</a>	24938