



Complete Program Title: Health and Safety Board Maintenance Program	Risk Management Manual (RMM) Number: 319
Approved by:  Vice-President, Administration  President and Vice-Chancellor	Date of Most Recent Approval: June 2017
Date of Original Approval: September 2007	Supersedes/Amends Program dated: May 2012
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DISCLAIMER: <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i>	

1. PURPOSE

- 1.1. To ensure that all Health and Safety Boards utilized by McMaster University contain the required posted information.
- 1.2. To outline the required posted information for Health and Safety Boards.
- 1.3. To ensure that Health and Safety Boards are maintained.

2. SCOPE

- 2.1. All facilities that house McMaster University faculty, staff and students.

3. RELATED DOCUMENTS

- 3.1. Workplace Safety and Insurance Act, 1997
- 3.2. Occupational Health and Safety Act (OHSA), R.S.O. 1990
- 3.3. R.R.O. 1990 Regulation 860 Workplace Hazardous Materials Information System (WHMIS)/WHMIS 2015
- 3.4. McMaster University RMM # 100 Workplace & Environmental Health and Safety Policy
- 3.5. McMaster University RMM # 1204 First Aid Program
- 3.6. McMaster University Workplace Violence Policy
- 3.7. McMaster University Workplace Violence Program

- 3.8. McMaster University Discrimination, Harassment & Sexual Harassment: Prevention and Response

4. DEFINITIONS

- 4.1. **Designated Administrative Support** – A person designated by Senior Management and/or the JHSC who has the authority and responsibility to change and/or add material to the Health and Safety Board.

Worker - means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. A person who receives training from an employer, but who, under the *Employment Standards Act, 2000*, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
5. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation; (“travailleur”)

4.2. Acronyms:

EOHSS – Environmental and Occupational Health Support Services

FHS Safety Office – Faculty of Health Sciences Safety Office

JHSC – Joint Health and Safety Committee

MOL – Ministry of Labour

MSDS/SDS – Material Safety Data Sheets/Safety Data Sheet

OHSA – Occupational Health and Safety Act

RMSG – Risk Management Support Group

WSIB – Workplace Safety and Insurance Board

5. RESPONSIBILITIES

5.1. Role of Senior Managers (Deans / Directors / Chairs / Managers):

Senior Managers shall:

- Provide the required resources and direction to support and maintain Health and Safety Boards as required by this program;

- Consult with JHSCs and EOHSS or FHS Safety Office if applicable in determining the need for and location of Health and Safety Boards;
- Designate an Administrative Support Person to maintain the Health and Safety Boards in their area;
- Inform EOHSS or FHS Safety Office of any change to board location and/or change of Designated Administrative Support person; and,
- Provide the required materials to be posted as needed to replenish Health and Safety Boards.

5.2. Role of Faculty and Staff and Students:

Faculty, staff and students shall:

- Familiarize themselves with the location of Health and Safety Boards; and,
- Notify a JHSC Member should materials be missing from a Health and Safety Board.

5.3. Role of Joint Health and Safety Committees (JHSCs):

JHSCs shall:

- Review the required material on Health and Safety Boards during inspections in their areas (Appendix 1 lists material that is to be posted);
- Report to the Designated Administrative Support any deficiencies noted; and,
- Make recommendations to Senior Management for placement of additional Health and Safety Boards.

5.4. Role of Designated Administrative Support:

The Designated Administrative Support person shall:

- Replace any missing items on the Health and Safety Board as soon as possible after being notified of a deficiency; and,
- Maintain the Health and Safety Board as per EOHSS and FHS Safety Office's direction.

5.5. Role of Environmental and Occupational Support Services (EOHSS) and FHS Safety Office (FHS):

EOHSS and FHS shall:

- Provide the materials (copies of the Act, Regulations etc.) for the Health and Safety Boards; and,
- Maintain an up-to-date list of Health and Safety Boards with the following information: Building name, location, Designated Administrative Support person's contact information.

6. TRAINING

- All JHSC Members and Designated Administrative Support persons will be instructed on the materials to be posted and provided with a copy of Appendix 1 (Posted Mandatory and Optional Health and Safety Materials); and,
- Faculty, staff and students to be instructed on the location of Health and Safety Boards.

7. PROCEDURES

7.1. Location

- A minimum of one Health and Safety Board shall be present in each building.

7.2. Inspection/Contents of Health and Safety Boards

- The Worker Member of the JHSC designated to inspect the workplace shall also inspect the contents of the Health and Safety Board;
- All Managers with a Health and Safety Board within their area of responsibility shall inspect the contents of that board during their regular inspections; and,
- Any deficiencies shall be reported immediately to the Designated Administrative Support Person.

7.3. Record of inspections of Health and Safety Boards

- A record of the inspection of the Health and Safety Board (with a specific location attached) shall be kept with the workplace inspection reports from both the Joint Health and Safety Committee and the Manager.

Appendix 1

Health and Safety Board

Mandatory Material

- Ontario Occupational Health and Safety Act: <https://www.ontario.ca/laws/statute/90o01>
- Form 82: In Case of Injury Poster:
http://www.wsib.on.ca/WSIBPortal/faces/WSIBArticlePage?fGUID=835502100635000270&afrLoop=2141997165049000&afrWindowMode=0&afrWindowId=null#%40%3F_afrWindowId%3Dnull%26_afrLoop%3D2141997165049000%26_afrWindowMode%3D0%26fGUID%3D835502100635000270%26_adf.ctrl-state%3D5j4ug5sux_29
- Ministry of Labour Health and Safety at Work Poster -
https://www.labour.gov.on.ca/english/hs/pubs/poster_prevention.php#download
- McMaster University Health and Safety Policy:
<http://www.workingatmcmaster.ca/med/document/RMM-100-Workplace-and-Environmental-Health-and-Safety-Policy-1-36.pdf>
- McMaster University Workplace Violence Policy:
<http://www.mcmaster.ca/policy/Employee/Violence%20in%20the%20Workplace%20Policy.pdf>
- McMaster University Discrimination, Harassment, and Sexual Harassment: Prevention and Response (2015):
http://www.mcmaster.ca/policy/General/HR/Discrimination_Harassment_Sexual_Harassment-Prevention&Response.pdf
- JHSC Membership List (Name/Location/Contact Information)
- JHSC Most Recent Approved Minutes
- Ministry of Labour Documents, where applicable (Field Visits, Orders)
- Occupational Hygiene Reports

Additional Material – Optional

- Central Joint Health and Safety Committee Minutes and Monthly Incident Summary
- McMaster University Workplace Violence Program:
<http://www.workingatmcmaster.ca/med/document/McMaster-University-Workplace-Violence-Program-1-36.pdf>
- Copies of Workplace Inspection Reports
- Emergency Contact Numbers
- Guide to the Occupational Health and Safety Act:
<https://www.labour.gov.on.ca/english/hs/pubs/ohsa/>
- Guide for Joint Health and Safety Committees:
<https://www.labour.gov.on.ca/english/hs/pubs/ohsa/>
- First Aid Regulation (1101) – Location of First Aid Kits