

**Terms of Reference**

**As Agreed Between**



**Town of Kingsville**

**and**

**The Joint Health and Safety Committee**

## **Background**

1. The Occupational Health and Safety Act (the Act) requires the establishment of a Joint Health and Safety Committee (the Committee) where there are 20 or more regularly employed workers.
2. The Committee shall hold meetings on a regular basis at least every three months or more often if deemed necessary by an order from the Ministry of Labour.
3. Designated members of the Committee shall inspect the section of the workplace that has been assigned to them and prepare a report for review by the Committee.
4. The Committee shall work jointly with the workers and management to reduce and eliminate accidents/incidents and occupational illness. This can only be achieved with a firm commitment from all parties to promote a safe and healthy working environment.

### **Approved by:**

Management Co-Chair

Worker Co-Chair

CAO

## **1.0 Committee Structure**

- 1.1 The Committee shall consist of six members. A minimum of (2) will represent management and a minimum of four (4) will represent the workers.
- 1.2 The Committee shall meet every three months or more often if deemed necessary as per the established schedule.

## **2.0 Member Selection**

- 2.1 Members representing management shall be appointed to the Committee.
- 2.2 Members representing the workers shall be selected by the workers.
- 2.3 In the event that a Committee member is unable to complete his/her term of office a new member shall be appointed or selected as may be required.

## **3.0 Terms of Office**

- 3.1 Worker members shall serve for a period of two years.
- 3.2 Management members shall serve for a period of two years.

## **4.0 Co-Chairs**

- 4.1 The worker co-chair shall be selected by the worker members to serve a term to be determined by the worker members.
- 4.2 The management co-chair shall be selected by management members for a period of two (2) years, nothing in this section prohibits for an additional two (2) years.
- 4.3 Both co-chairs must be members that have served at least one (1) year on the Committee or are deemed to have sufficient experience/knowledge to carry the position.
- 4.4 In the event that a co-chair cannot fulfill his/her mandate, a new co-chair will be appointed or elected according to sections 4.1 and 4.2.
- 4.5 The co-chairs shall take turns chairing the Committee meetings.

## **5.0 Recording Secretary Selection**

- 5.1 A recording secretary shall be appointed by the committee. If the recording secretary is absent another member or non-member can serve as recording secretary.

## **6.0 Functions of the Committee**

- 6.1 The Committee's main functions are to audit the Health and Safety program to ensure that it is functioning the way it was designed, that is to promote health and safety at all levels in the workplace. The following is a summary of the Committee's functions, as per OHSA.
- To identify and recommend solutions for matters related to health and safety;
  - To assist in identifying training and instruction needs
  - To audit established health and safety policies and procedures and insure that workers are aware of their duties and responsibilities under the Act and Regulations
  - To identify situations related to designated / hazardous substances in the workplace;
  - To designate a member(s) to conduct quarterly inspections with the assistance, where possible, of management and to report the findings to the Committee and to make recommendations to management;
  - To obtain health and safety information from management regarding processes, equipment, machinery, etc;
  - To review health and safety policies and procedures and make recommendations;
  - To promote worker input in health and safety issues;
  - To designate a worker member to investigate work refusals.

## **7.0 Committee Members**

- 7.1 Elected and appointed members shall receive a copy of the Terms of Reference as well as a copy of the last three (3) meeting minutes.
- 7.2 It is the intent of Management that all of the JH&SC members will be certified.
- 7.3 If one or any of the certified members resigns or is (are) unable to fulfill his/her mandate, the employer shall, within a reasonable period of time, take the necessary steps to comply with Section 9 of the Act in terms of the

certified member requirement.

## **8.0 Attendance to Meetings and Minutes**

- 8.1 Any member who misses two (2) consecutive meetings shall forward, in writing, an explanation to the Committee via the co-chairs. This concern shall be discussed for further action to be taken including removal from the Committee.
- 8.2 The Recording Secretary shall take minutes and be responsible for distributing of the minutes within five (5) working days of the meeting.
- 8.3 All resolved and unresolved items shall be reported in the minutes. Unresolved items shall be kept on the minutes until they have been resolved.

## **9.0 Quorum**

- 9.1 A quorum of four (4) members is required. Two (2) of the members must represent the workers.

## **10.0 Meeting Agenda**

- 10.1 The co-chairs of the meeting shall prepare an agenda and forward a copy to all members of the Committee at least one (1) week prior to the meeting. A copy of this agenda shall be posted in a conspicuous location of the workplace.
- 10.2 Only items dealing with health and safety shall be included on the agenda.

## **11.0 Conduct of the Committee**

- 11.1 Business matters shall be conducted on a consensus basis. Members must agree upon all resolutions, recommendations, etc. Formal motions are not intended to be used.

## **12.0 General**

- 12.1 All employees must discuss all health and safety issues / matters with their supervisors before bringing them to the attention of the Committee.
- 12.2 The Committee members shall thoroughly investigate all concerns to establish the facts in order to develop resolutions to a health and safety problem.

12.3 Members are bound to confidentiality when dealing with medical information.

### **13.0 Amendments to the Terms of Reference**

13.1 Any amendments, deletions or additions to these Terms of Reference must first have the consensus of the Committee and shall be set in writing, signed by the co-chairs and attached as an Appendix to the Terms of Reference Document, and forwarded to all Committee members as well as the Recording Secretary.

Signature of Worker co-chair \_\_\_\_\_

Signature of Management co-chair \_\_\_\_\_

Signature of CAO \_\_\_\_\_

Date: \_\_\_\_\_