



**TOWNSHIP OF CHATSWORTH
JHSC REPORT 2017-01**

TO: Mayor Pringle and Members of Council
FROM: Carolyn Vlieland-Marx, JHSC Secretary
RE: Joint Health and Safety Committee (JHSC)
DATE: June 7, 2017

Recommendation(s):

THAT JHSC Report 2017-01 dated June 7, 2017 be hereby received;

AND FURTHER that Council approves the revised JHSC Terms of Reference which describe the purpose and structure of a Committee, clarify the meeting procedures to be followed, and provide a clear outline for the Committee members;

AND FURTHER that Council appoints Jamie Morgan and Mike Givens as Management Committee Members as per Part II, Section 9(9) of the Occupational Health and Safety Act, R.S.O. 1990, which authorizes an employer to select the Committee members who exercise managerial functions.

Background:

The Township JHSC consists of workers and management Committee members that meet throughout the year to deal with workplace specific needs and health and safety issues in compliance with legislation. The Committee also provides a forum for bringing the required Internal Responsibility System (IRS) into practice.

The Committee, at the meeting of March 20, 2017, reviewed the JHSC Terms of Reference and are recommending the addition of a Recreation representative to the Committee. Therefore, section 1.0 Composition of Committee (2)e and Section 9.0 Quorum (1) require revisions as attached.

Attachment(s):

- Joint Health & Safety Committee Terms of Reference noting revisions
- 2017 Members and Meeting Schedule

Respectfully submitted,

Carolyn Vlieland-Marx
JHSC Secretary

Reviewed by,

Patty Sinnamon, Dipl.M.M.
CAO Clerk



JOINT HEALTH & SAFETY COMMITTEE TERMS OF REFERENCE

A Joint Health and Safety Committee (JHSC) is required for workplace locations where there are greater than 20 employees. Although not legislatively required, the Township believes that jointly sharing responsibilities within the various departments will promote a safe and healthy workplace for all Township staff.

1.0 Composition of the Committee

1. The Township employs 50 or fewer employees. Therefore, the minimum legal requirement of health and safety representation for the JHSC is two (2) Committee Members. The Township intends to exceed the minimum legal requirement for the JHSC and shall include representation from workplace locations throughout the Township.
2. The JHSC will be comprised of ~~four (4)~~ five (5) members:
 - a) One representative from the Fire Department
 - b) One representative from the Municipal Office
 - c) Two representatives from the Roads Department
 - d) One representative from Management
 - e) One representative from Recreation
3. At least 50% of the members must be non-management workers.
4. The worker members must be selected by the workers they represent.
5. The Township shall appoint the management representative.
6. The names and work locations of all JHSC members will be posted on the safety bulletin boards at each workplace site.
7. At least two (2) members of the JHSC must be certified, one representing the workers and one representing management.
8. One co-chairperson, who represents the worker members, will be selected by the worker committee members and one co-chairperson will be appointed by management.

2.0 Election of Members

1. Workers from each workplace location, outlined in 1.0(2), will nominate a JHSC member and where possible, an alternate member.
2. Where nominations are unsuccessful volunteers will be asked to stand for election. If there are no volunteers, the JHSC may ask interested individuals to stand for election.
3. Alternate members will fill in for regular members that are unable to attend a meeting.

3.0 Co-chairs

1. The Co-chairs will alternate chairing meetings. Should the designated chair not be available to attend a meeting, the other Co-chair will organize and preside over the meeting.
2. A Co-chair may, with the consent of his/her counterpart invite any additional person(s) to attend the meeting to provide additional information, training and comment, but shall not participate in the regular business of the meeting.

4.0 Selection of Secretary

1. The committee will select a secretary. The secretary will transcribe and distribute the meetings' minutes and prepare and circulate a meeting agenda prior to each meeting.

5.0 Meetings and Minutes

1. Committee members shall meet at least once every 3 months.
2. Members are responsible for making arrangements with their supervisor for attendance at the meetings and for preparation time prior to the meetings.
3. A schedule of JHSC meetings for the year is to be developed, published and posted at the beginning of each calendar year, listing the date, time and location.
4. An agenda is to be developed by the co-chairpersons for each meeting and circulated at least one week in advance of the meeting.
5. Written minutes of the meeting are to be taken, outlining the following:
 - a) the date, time, and location of the meeting held.
 - b) the names of all members and other persons present.
 - c) an item-by-item record of all items discussed, and the outcome, i.e.: reports presented and by whom, problems identified, agreed upon recommendations, any action to be taken by individual members, any business the committee has agreed to discuss at the next meeting, any response by management to the committee, any discussion with respect to the above, date, time and location of the next meeting.

5.0 Meetings and Minutes (Continued)

6. Minutes are to be signed by the co-chairpersons and circulated within a week, with one copy:
 - a) posted on health and safety bulletin boards at each site.
 - b) forwarded to each JHSC member.
 - c) forwarded to CAO/Clerk

6.0 Duties of the Committee

1. Follow the roles and responsibilities outlined in the Occupational Health & Safety Act.
2. Develop, publish and post, at the beginning of each calendar year, a schedule for the monthly JHSC workplace inspections for the year.
3. Workplace inspections will be conducted monthly by trained members and retained by those doing the inspections. The purpose of these inspections is to identify hazards in the workplace and make recommendations to prevent incidents from occurring and improvements in the overall Health and Safety Program.
4. Review all completed "Employee accidents/incident reports ", analyze information, trends and make recommendations to management to reduce recurrences.
5. Designate members of the JHSC to investigate any accident in which a person is killed or critically injured.
6. Receive and respond to any "Health & Safety Information Requests" that have not been satisfactorily addressed. Where management has received and responded to a health and safety issue that was unable to be resolved and/or the employee is not advised of any action and/or satisfied with the corrective action, the matter can be elevated to the JHSC. As per the Internal Responsibility System (IRS) an employee has the option, in writing or verbally, to discuss concerns with a worker member of the JHSC. Management may use their management member to help troubleshoot any health and safety issue.
7. Obtain information regarding:
 - a) hazardous materials, processes or equipment;
 - b) designated substances and the respective control-program;
 - c) workplace testing that is being carried out for health and safety purposes.(e.g. noise surveys, indoor air quality assessments, lighting measurements, asbestos testing)
8. Provide advice and recommendations to management on health and safety matters as outlined below:
 - a) JHSC recommendations to management are to be submitted in writing on the "Recommendation to Management" form.

6.0 Duties of the Committee (Continued)

- b) The co-chairpersons are responsible for ensuring the written recommendations, are received by the management team responsible for the reply to the JHSC recommendations.
 - c) Management will respond in writing on the “Management Response to Recommendations” form within 21 days, with:
 - i. the timetable for implementation, if the employer agrees with the recommendation;
 - ii. the reasons for disagreement, if the recommendation is not acceptable.
9. Encourage fellow employees to work safely and to report hazardous or unsafe conditions immediately.
10. Identify areas of health and safety training for all employees.
11. Be present for, or assist in, work refusal investigations.
12. Be available to accompany a Ministry of Labour Officer on his/her inspection tour of the workplace.

7.0 Conduct of the Committee

1. All decisions will be made on a **consensus** basis. Committee members must agree upon all recommendations. Where a consensus is not able to be reached Section 9 (19.1) of the Occupational Health and Safety Act, RSO 1990 will be implemented.

***Consensus:** A general agreement about something; an idea or opinion that is shared by all the people in a group*

8.0 Attendance at Meetings

1. If a JHSC member is unable to attend a meeting he/she must inform the Secretary or Co-chairs of the expected absence and provide any reports or information they may have.

9.0 Quorum

1. A quorum of ~~three (3)~~ four (4) members, one of which must be a management member, is required to conduct a meeting.

10.0 Induction of New Members

1. New members of the JHSC shall receive the following orientation:
 - a) A copy of the terms of reference by the Co-chairs.
 - b) A copy of the last twelve meeting minutes by the Co-chairs.
 - c) Training in the following courses: Joint Health and Safety Committee, Safety Health and the Law, Hazard Identification, Workplace Inspection, Investigating Accidents.

11.0 Workplace Inspections

1. The workplace inspections will be conducted on a monthly basis. Managers and supervisors have the responsibility to ensure workplace inspections are performed.
2. If it is not practical to inspect the whole workplace once per month, then a monthly inspection of part of the workplace shall be conducted, with the whole workplace being reviewed throughout the course of the year.
3. Inspections should be conducted and brought to the JHSC meeting so that the whole committee can discuss the observations and make recommendations if needed.
4. A schedule of workplace inspections for the year is to be developed, published and posted by the JHSC, at the beginning of each year, listing the date and time.
5. Ongoing training and development of the JHSC is necessary and may include things such as workshops, conferences, or having subject matter experts attend JHSC meetings.

12.0 Terms of Reference

1. The Terms of Reference will be reviewed and modified, if needed, annually.

Adopted: Wednesday June 1, 2016



Joint Health & Safety Committee Recommendations to Management

Facility:			
Date(s):			
RE:			
Reasons for recommendation:			
Requirements for implementation (supporting documentation may be attached)			
Date presented to management:			
	Day	Month	Year
(the date of this recommendation becomes the reference number)			
Submitted by:			
Recommendation presented to:			
Expected date of response:			
	Day	Month	Year
Note:			
The Occupational Health and Safety Act (OHSA) states that an employer who receives written recommendations from the Health and Safety Committee shall respond in writing within 21 days.			



Management Response to Recommendations of Joint Health & Safety Committee

Facility:			
Date(s):			
RE:			
Date recommendation received by management:			
	Day	Month	Year
Management agrees with the recommendation (circle):	Yes	No	
<p>Note: If management agrees with the recommendation, complete the next section of this form. However, if there is disagreement with or an alternative to the recommendation, please provide reasons or explanation.</p>			
Implementation of recommendation: (timetable, actions taken or to be taken, etc.)			
Disagreement with, or, alternative to, recommendations:			
Date recommendation returned to the JHSC:			
	Day	Month	Year
Responding management signature:			
Response received by JHSC on:			



JOINT HEALTH & SAFETY COMMITTEE 2017

Committee Members

In accordance with Part II 9(32) of the Occupational Health and Safety, RSO 1990:

“A constructor or an employer required to establish a committee under this section shall post and keep posted at the workplace the names and work locations of the committee members in a conspicuous place or places where they are most likely to come to the attention of the workers.”

and Section 1 (6) of the Joint health and Safety Committee Terms of Reference:

“The names and work locations of all JHSC members will be posted on the safety bulletin boards at each workplace site.”

Name	Work Location	Member	Certified
Jamie Morgan	Roads Depot	Management	Yes
Mike Givens	Fire Department	Management	Yes
Trevor Davey	Sullivan Roads Depot	Worker	Yes
Rob King	Holland Roads Depot	Worker	No
Carolyn Marx	Municipal Office	Worker	Yes
Daryl Fremlin	Community Centre	Worker	No

2017 Meeting Schedule

The following schedule has been prepared in accordance with the Joint health and Safety Committee Terms of Reference Section 5 (3):

“A schedule of JHSC meetings for the year is to be developed, published and posted at the beginning of each calendar year, listing the date, time and location.”

Date	Time	Location	Alternate Date
Monday March 20, 2017	9:30 am	Council Chambers	Monday March 27, 2017
Monday June 5, 2017	9:30 am	Council Chambers	Monday June 12, 2017
Monday September 11, 2017	9:30 am	Council Chambers	Monday September 18, 2017
Monday December 4, 2017	9:30 am	Council Chambers	Monday December 11, 2017