
Lakehead University
Orillia Campus

Joint Health and Safety
Committee

Approved By: Ray Raslak

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Revised on: **December 2, 2025**

Intent:

To outline responsibilities and functions of the Joint Health and Safety Committees at Lakehead University as required by the Occupational Health and Safety Act.

Procedure:

1. Lakehead University- Orillia Campus has a single Joint Health and Safety Committee.
2. The Committee shall function in accordance with the Occupational Health and Safety Act, Section 9.
3. The Committee shall keep separate minutes, and these minutes shall be distributed to all the members of the Committee. Copies of all minutes will be **posted to the JHSC Bulletin Board and on the Health and Safety virtual bulletin board.**
4. The Committee shall meet at least once every three months or more frequently, where necessary. Amongst other responsibilities the Committee shall:
 - a) review the minutes from previous meetings
 - b) establish an inspection schedule and review the inspections and the inspection reports
 - c) review accident/incident/near-miss reports
 - d) make recommendations to improve workplace health and safety conditions
 - e) review the functioning of the Internal Responsibility system in their respective workplaces

5. All Committees shall have their own terms of reference
6. Appointments and resignations from Joint Health and Safety Committees shall be reported to the Assistant Vice-President, Administration and Finance - Orillia Campus and the **Manager – Health, Safety and Wellness**, Thunder Bay.

Guidelines for Joint Health and Safety Committees

1. A minimum of eight (8) persons are required to comprise the Committee
2. One half (1/2) of the membership shall be made up of employee members, selected by the employees they represent, who do not have managerial responsibility.
3. One half (1/2) of the membership shall represent management members.
4. **Quorum: Three (3) worker members and one (1) management member will constitute a quorum.**
5. There shall be two co-chairs: an employee co-chair (having no supervisory responsibilities) and employer co-chair (having supervisory/managerial responsibilities). **The HR Business Partner will act as an administrator (scheduling meetings, creating and distributing agendas, taking and distributing minutes, etc).**
6. The names of Joint Health and Safety Committee members shall be posted on all health and safety bulletin boards, including work locations and telephone numbers.
7. The Committees shall meet at least once every three (3) months.
8. The assigned members shall conduct physical inspections of the workplace (planned monthly inspections).
9. The Committee shall follow up on recommendations and process improvements made to management.

Functions of Joint Health and Safety Committees

The Occupational Health and Safety Act (OHSA) sets out the following minimum functions for a Joint Health and Safety Committee:

- Identify unresolved workplace safety issues
- make written recommendations for improvements
- Conduct regular workplace inspections
- obtain certain information from the constructor or employer regarding actual or potential hazards
- obtain information from the constructor or employer concerning testing
- be informed about results of testing

- review incident reports
- Conduct workplace investigations when required

Training:

The Occupational Health and Safety Act requires that at least one member of Joint Health and Safety Committee representing the employer and at least one member of the Joint Health and Safety Committee representing the employees be certified.

Certified members require special training by an agency approved by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD). Because of the training, a certified member is able to perform special duties and functions, such as:

- assisting in the investigation of workplace refusal
- investigate critical injuries and fatalities
- investigating any complaint from a member of the workforce that a dangerous situation exists
- initiate and assist in the investigation of a bilateral work stoppage
- initiate a unilateral work stoppage in a prescribed circumstance

Committee members shall also be trained on specific hazards as training becomes available.

Evaluation/Acknowledgment:

The Joint Health and Safety procedure shall be reviewed every **five (5) years** by the Orillia Joint Health and Safety Committee and the Manager – Health, Safety and Wellness. Successes will be acknowledged and recommendations shall be implemented on January 31 of each year following the receipt of feedback from the Joint Health and Safety Committee at Lakehead University - Orillia Campus.