

**OPERATING GUIDELINES & TERMS OF REFERENCE:
LAKEHEAD UNIVERSITY
RETAIL & PHYSICAL SUPPORT SERVICES
JOINT HEALTH & SAFETY COMMITTEE**

November 23, 1998

**Updated January 14, 2003,
Updated September 15, 2016**

“Working toward a safe and healthy environment for work and study.”

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"Working toward a safe and healthy environment for work and study."

1.0 Goal of the Committee.

The goal of the committee is to protect and to promote the health and safety of workers.

2.0 Objectives of the Committee.

The membership of the committee will promote the effective operation of the internal responsibility system of Lakehead University.

The membership of the committee recognizes that its efforts in protecting and promoting the health and safety of workers will have a positive effect on the health and safety of the Lakehead University student body, and of the public who enjoy access to the University campus.

3.0 Principles.

3.1 Commitment to Team Work.

Committee members will work together as a team to achieve the goals and objectives of the committee.

3.2 Commitment to Training.

The committee will promote the on-going education of its members in topics related to the operation of the committee, and to occupational health and safety in general.

3.3 Confidentiality.

Committee members will respect the confidentiality of personal information in all business, which they conduct in relationship to the committee, including reports made to the constituencies whom they represent.

4.0 Powers of the Committee.

4.1 To Identify Dangers and Hazards.

The membership of the committee works together to identify situations which may be/are a source of danger or hazard to workers.

4.2 To Make Recommendations.

The committee will make recommendations to the AVP Human Resources for the improvement of the health and safety of workers.

The committee will make recommendations to the AVP Human Resources and to workers, pertaining to the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers.

4.3 To Obtain Information.

The committee will obtain information from the employer respecting the identification of potential or existing hazards of materials, processes or equipment, and health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge. The committee will also obtain information from outside sources and will share this information.

5.0 Meetings.

5.1 Frequency.

The Lakehead University Retail and Physical Support Services Joint Health & Safety Committee [JHSC] will meet monthly.

5.2 Notice of Meeting.

The meetings will take place every third Thursday of each month. Members will be advised at least one week in advance of the cancellation of a meeting. Members will be responsible to notify their alternate of all meeting dates and ensure that the alternate attends the meeting when the member cannot attend. The member shall also notify the co-chair of their inability to attend any meetings.

5.3 Quorum.

Half of the worker membership and half of the management membership will constitute a quorum. (i.e. Three worker members and one management members must be present.)

5.4 Agenda for Meeting.

An agenda will be forwarded to all committee members at least one week in advance of each meeting whenever possible.

5.5 Minutes of Meeting.

The minutes of each meeting will be recorded, and circulated one week in advance of the following month's meeting.

On approval by the co-chairs, both the Worker Co-chair and the Management Co-chair will sign the minutes.

6.0 Committee Membership.

6.1 Committee Size.

The Lakehead University Retail & Physical Support Services JHSC will be comprised of 8 voting members. Voting members shall consist of 6 worker members and 2 management members.

6.2 Worker Members.

A total of six designated worker members and six alternate worker members will be selected.

A designated member and an alternate member will be selected by each of the following unions:

- a. (Unifor)
- b. Office and Professional Employees International Union (COPE)
- c. International Union of Operating Engineers (IUOE)
- d. United Steelworkers of America (USWA)
- e. Ontario Public Services Employees Union (OPSEU)

A designated member and an alternate member will be selected by the membership of the following worker groups:

- f. Senior Management
- g. Schedule II Employees

Designated and alternate worker members may not "exercise managerial functions".

6.3 Management Members.

A total of two designated management members and two alternate management members will be appointed.

Designated and alternate management members "must exercise managerial functions".

6.4 Terms of Office: Committee Members.

The term of office for a committee member is two years.

Membership is renewable, at the direction of the applicable union, worker group, or President.

6.5 Non-voting Members.

The Human Resources Officer - Health and Safety will act as an advisor to the Retail and Physical Support Services JHSC.

6.6 Confirmation of Members.

Commencing in February 1998, and every two years thereafter in September, the Retail and Physical Support Services JHSC will contact each union, employee group, to confirm the names and terms of office of each of the designated members and alternates.

6.7 Call for Selection or Appointment of Members.

On notification that a member is no longer able to serve on the committee, or on the expiry of the term of office of a committee member, the Retail and Physical Support Services JHSC will request that the applicable union, employee group, select or appoint a member to replace the retiring member.

6.8 Entitlement to Time Off From Work.

A committee member is entitled to such time as is necessary:

(1) To prepare for and to attend meetings of the committee, and (2) to conduct his/her work as a member or an officer of the committee.

6.9 Entitlement to be Paid.

A committee member shall be deemed to be at work during the times described in 6.8 Entitlement to Time Off From Work, and the University shall pay the member for those times at the member's regular or premium rate as may be proper.

7.0 Co-Chairs.

The Lakehead University Retail & Physical Support Services JHSC will be co-chaired by members representing management and workers.

7.1 Election.

Commencing in February 1998, and annually thereafter in September of each year, elections will be held to choose the co-chairs, and the secretary.

The six members representing workers will select the Worker Co-chair.

The two members representing management will select the Management Co-chair.

The secretary will be selected by the general membership of the Retail and Physical Support Services JHSC).

7.2 Terms of Office: Committee Officers.

The co-chairs and the secretary will serve for a period of one year. Co-chairs are eligible to stand for re-election for an additional two terms.

8.0 Designated Members.

8.1 Accident Investigation.

Commencing in February 1998, and annually thereafter in September, the committee shall establish a roster of designated worker members who will be available to conduct accident investigations on behalf of the Retail and Physical Support Services JHSC in the event of the occurrence of a critical injury or fatality.

8.2 Work Place Inspection.

Commencing in February 1998, and annually thereafter in September, the committee shall establish (1) a roster of designated worker and management members who will be available to conduct work place inspections on behalf of the Retail and Physical Support Services JHSC, and (2) an annual schedule of inspections.

8.3 Testing.

Commencing in February 1998 and annually thereafter in September, the committee shall establish a roster of designated worker members who will be available to be present at the beginning of testing. Such testing may include industrial hygiene testing at the work place, or testing of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a work place for the purpose of occupational health and safety.

8.4 Refusal to Work.

Commencing in February 1998, and annually thereafter in September, the committee shall establish a roster of designated worker members who will be available to investigate refusals to work.

9.0 Certified Members.

9.1 Certified Worker Member.

The members of the Retail & Physical Support Services JHSC representing workers shall select at least one worker member to become the certified worker member of the committee.

9.2 Certified Management Member.

The members of the Retail & Physical Support Services JHSC representing management shall select at least one management member to become the certified management member of the committee.

10.0 Duties.

10.1 Duties of the Committee Members.

10.1.1 Identify Danger or Hazards. Committee members will consider such reports, or information as are presented to the committee by individual committee members, designated members or sub-committees. Based on their review of the reports, or information, committee members will identify those situations, which may be a source of danger or hazard to workers.

10.1.2 Concern and Complaint Resolution. Committee members will facilitate the concern and complaint resolution process, as it pertains to health and safety concerns and complaints made by workers.

Committee members will encourage workers to discuss and resolve their concerns /complaints through the internal responsibility system of the University.

Should a worker feel that his/her concern or complaint has not been adequately addressed through discussions with his/her supervisor, a committee member is authorized to raise the issue for consideration at a meeting of the committee.

10.1.3 Make Recommendations. Based on their evaluation of danger or hazards, committee members will make recommendations which, when implemented, will protect or promote the health and safety of workers.

10.1.4 Responsibility to Alternates. Committee members, particularly worker members, are expected to keep their alternates fully advised of all committee business.

Should a committee member be unable to attend a committee meeting, he/she must advise his/her alternate to attend the meeting in his/her stead and notify the co-chair.

10.2 Duties of the Co-chairs.

The worker co-chair and the management co-chair will chair the committee meetings on alternate months.

The co-chairs will review the minutes of the last meeting. The co-chairs will advise the secretary of any errors noted in the minutes.

The co-chairs will sign the corrected minutes prior to the next meeting.

Prior to the next meeting, the co-chairs will advise the secretary of:

- (1) Any items which are to be added to the agenda of the following meeting,
- (2) Which reports or correspondence are to be circulated to the membership in advance of the meeting.

Commencing in February 1998, and annually thereafter in September, the co-chairs will draft correspondence to the unions, employee groups, and President requesting confirmation of the names and terms of the designated and alternate committee

members whom they have selected or appointed.

On the retirement of a committee member, the co-chairs will advise the applicable union, employee group, or President, that a replacement member must be selected or appointed.

The co-chairs, on behalf of the committee, will forward the recommendations of the committee to the AVP of Human Resources or VP Admin and Finance for their consideration and response.

10.3 Duties of the Secretary.

The secretary will take attendance at each meeting.

The secretary will record the minutes of the meeting using the format specified by the committee.

The secretary will circulate the draft minutes to the co-chairs and members for comment and correction.

One-week prior to the next meeting, the secretary will circulate to all Retail and Physical Support Services JHSC members, and to AVP Human Resources:

- (1) The corrected, signed minutes of the last committee meeting,
- (2) The agenda of the following meeting, and
- (3) Any applicable reports or correspondence.

The secretary will maintain the official working documents of the Retail and Physical Support Services JHSC, including minutes, reports, correspondence, work place inspection reports, copies of Ministry of Labour reports or orders, committee membership files, and such documentation as the JHSC deems necessary.

10.4 Duties of Designated Members.

10.4.1 Accident Investigation: Accident investigators will conduct investigations on behalf of the Retail and Physical Support Services JHSC, in the event of the occurrences of a critical injury or fatality.

Accident investigators will determine, to the best of their ability, the causes of the accident.

Accident investigators will make recommendations for the prevention or recurrence of similar injuries or fatalities.

Accident investigators are empowered to interview all individuals either directly or indirectly involved in an accident.

10.4.2 Work Place Inspection: Work place inspectors will conduct workplace inspections on behalf of the Retail and Physical Support Services JHSC.

Inspectors will identify sub-standard conditions, which represent actual or potential likelihood of injury or damage.

Inspectors will recommend remedial action, which addresses the sub-standard conditions, and will recommend time frames in which the remedial action is to be undertaken.

10.4.3 Testing: Retail and Physical Support Services JHSC members designated to be present at the start of testing will report the following information to the committee:

1. The reason that testing is being conducted, and
2. On receipt of the testing report, the findings of the testing agency.

10.4.4 Refusal to Work: Retail and Physical Support Services JHSC members designated to be present when an employee invokes his/her right to refuse will:

1. Attempt to determine, on behalf of the committee, the reasons that the right to refuse was invoked,
2. Advise the worker and the supervisor, on their obligations pertaining to the right to refuse, as outlined in the Occupational Health and Safety Act,
3. Assist the supervisor and the worker in developing a resolution to the issue at the heart of the refusal,
4. Report to the committee, his/her findings arising out of the refusal, and
5. Make such recommendations to the Retail and Physical Support Services JHSC as are pertinent to the circumstances of the refusal.

11.6 Duties of Certified Members. A certified member is a worker or management JHSC member who, because of special training, has been certified by law. Certified members are entitled to exercise certain rights and powers. These duties are:

1. To investigate any complaint from anyone in the workplace that a dangerous circumstance exists.

2. To initiate and assist in the investigation of a bilateral work stoppage.
3. To initiate a unilateral work stoppage in prescribed circumstances.