



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2014	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2019	<i>Page</i> 1 of 2
<i>Contact Person/Department</i> Human Resources Administrator	<i>Identification</i> HR - 4209

HEALTH AND SAFETY BILATERAL WORK STOPPAGE

1.0 PURPOSE

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all staff while at work. The matter of health and safety is of fundamental importance and every reasonable measure will be taken to protect all employees from injury due to accidents and health hazards.

In order to achieve this objective, all employees are required to be active in health and safety and accident prevention by performing their tasks in accordance with the Occupational Health and Safety Act, the Regulations under the Act, established safety procedures, and safe work practices on the job.

It is the responsibility of employees having supervisory responsibilities, to ensure that employees reporting to them comply with established safe work practices and procedures.

2.0 REFERENCES/RELATED DOCUMENTS

2.1 *Occupational Health and Safety Act and Regulations*

3.0 TERMS AND DEFINITIONS

3.1 JOHSC –Site-Based Joint Occupational Health and Safety Committee

3.2 JOHSC MANAGEMENT MEMBER - the management member determined by the Board who holds certification under the Occupational Health and Safety Act.

3.3 JOHSC WORKER MEMBER - worker at a workplace chosen by the unions who holds certification under the Occupational Health & Safety Act

4.0 ADMINISTRATIVE PROCEDURE

Section 45 of the Health and Safety Act outlines the required process for a Bilateral Work Stoppage.

- 4.1 The JOHSC worker member informs the JOHSC Management Member that the worker believes that dangerous condition(s) exist and requests that the JOHSC Management Member investigate the matter.
- 4.2 The JOHSC Management Member shall investigate the situation immediately in the presence of the JOHSC worker member.
- 4.3 If the JOHSC Management Member undertakes corrective measures that make the workplace healthy and safe in the opinion of the JOHSC worker member, the issue is considered resolved.
- 4.4 If both JOHSC members agree that dangerous conditions exist, then they may stop any work affected by the dangerous circumstances.
- 4.5 If the two JOHSC members do not agree that dangerous conditions exist, then either one may request that an inspector from the Ministry of Labour investigate the situation in the presence of the two designated JOHSC members. The inspector will provide a written decision to JOHSC management and worker members.
- 4.6 The JOHSC members who issued a direction may jointly cancel it or an inspector may cancel it.