



ADMINISTRATIVE PROCEDURE	
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SITE-BASED JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

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*

2.2 Other board procedures as follows:

- HR – 4208 Incident/Accident/Injury Reporting Investigation Procedure
- HR – 4205 Investigating Indoor Air Quality Problems Procedure
- HR – 4206 Asbestos Management Plan Procedure
- HR – 4207 Recognition and Management of Indoor Mould
- HR – 4204 Occupational Health and Safety Testing Procedure
- HR – 4210 Work Refusal Procedure
- HR – 4209 Bilateral Work Stoppage Procedure
- HR – 4203 WHMIS Procedure
- HR – 4520 Responding to Student Violence Towards Staff Procedure
- HR – 4522 Violence in the Workplace Procedure
- ES – 5061 Safety in Technology Classrooms Procedure

2.3 Other health and safety procedures as developed from time to time.

2.4 Collective Agreements.

3.0 TERMS AND DEFINITIONS

- 3.1 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC) - Site-based Committee established according to the Act.
- 3.2 JOHSC MANAGEMENT MEMBER - the management person at the worksite as determined by the Board's Senior Administration 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;
- 3.4 OCCUPATIONAL ILLNESS - means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the *Workplace Safety and Insurance Act, 1997*;
- 3.5 CRITICAL INJURY
- OH&S Act Reg. 834 – “Critical Injury” - means an injury of a serious nature that:
- a) places life in jeopardy;
 - b) produces unconsciousness;
 - c) results in substantial loss of blood;
 - d) involves the fracture of a leg or arm but not a finger or toe;
 - e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
 - f) consists of burns to a major portion of the body; or
 - g) causes the loss of sight in an eye.
- 3.6 MOL - Ministry of Labour.
- 3.7 OHSА – *Occupational Health and Safety Act*

4.0 ADMINISTRATIVE PROCEDURE

The Board's Joint Occupational Health & Safety Committee (JOHSC) Procedures are established in accordance with section 9 of the Occupational Health and Safety Act (OHSА). The following JOHSC procedures outline the operating standards, requirements, duties, reporting, communications and functions to be implemented and followed by all parties for each site-based JOHSC.

4.1 ESTABLISHMENT OF A SITE-BASED JOHSC

A site-based JOHSC shall be established by the employer in workplaces, as required under the Act.

4.2 SELECTION OF MEMBERS

A site-based JOHSC shall consist of either:

- a) Two persons (1 being a worker at the workplace jointly selected by the union presidents and 1 being management at the workplace appointed by the Senior Administration) for a workplace where fewer than fifty workers are regularly employed, or
- b) Four persons (2 being workers at the workplace jointly selected by the union presidents and 2 being management at the workplace appointed by the Senior Administration) where fifty or more workers are regularly employed.

4.2.1 Worker(s) Selection

- a) For workplaces that are represented by multiple unions and require one (1) representative on the JOHSC, the worker selected will represent all workers at that workplace. The unions, who represent workers at the workplace, will be responsible for jointly selecting the one (1) worker at the workplace to sit on the JOHSC.
- b) Workplaces that require two representatives on the JOHSC will have two workers at the workplace selected to represent all workers at that workplace. The unions, who represent workers at the workplace, will be responsible for jointly selecting two (2) workers at the workplace to sit on the JOHSC.
- c) This process shall also take place when a vacancy has occurred by an existing worker member by either a resignation, the worker member ceasing to work at that location, or is unable to fulfill their prescribed duties. All selected JOHSC worker(s) names shall be submitted to the Executive Assistant to the Superintendent of Business for communication and tracking purposes.
- d) A member of the committee, who ceases to be employed at the workplace, ceases to be a member of the committee.

4.2.2 Management Selection

Management members shall be appointed by the Board's Senior Administration. All appointed JOHSC management member names shall be submitted to the Executive Assistant to the Superintendent of Business for communication and tracking purposes.

4.2.3 Co-chair(s) Selection

- a) Every JOHSC shall have both a worker co-chair and a management co-chair from the above noted selection process. For sites with only two (2) members, this is automatic.
- b) For sites with four (4) members, the two (2) workers must select a co-chair from amongst themselves and the same for the two (2) management members. The co-chairs will alternate the chairing of the JOHSC meetings.

4.3 TRAINING

The employer shall ensure that all JOHSC member(s) have received or are scheduled to receive the following training as prescribed:

- Level one certification
- Level two certification

4.4 PURPOSE / FUNCTION OF JOHSC

4.4.1 Purpose of JOHSC

- a) To promote the Internal Responsibility System (IRS).
- b) To promote occupational health & safety in the workplace as per the OHSA.
- c) To carry out their functions and duties as prescribed by the Act.

4.4.2 Health & Safety Bulletin Board OHSA Required Postings

- a) The Principal/Supervisor shall ensure that all OHSA required postings are present on the site's H&S bulletin board.
- b) Site specific OHSA Required Postings are to include:
 - i) Occupational Health & Safety Act/Industrial Regulation 851 (current);
 - ii) The Board's Health and Safety Policy;
 - iii) Floor plan showing location of current asbestos containing materials;
 - iv) WSIB Poster – Accident Reporting;
 - v) Photocopies of First Aid rep Certificates;
 - vi) Health and Safety at Work – Prevention Starts Here poster;
 - vii) current JOHSC member names and contact information;
 - viii) current and two prior JOHSC meeting minutes;
 - ix) Occupational Health & Safety Workplace Monthly Inspections from June to June;
 - x) Four posters – Violence is Nobody's Right; Harassment and Discrimination are Strictly Prohibited; Domestic Violence is Everybody's Concern; Harassment in the Workplace is Strictly Prohibited;
 - xi) Other information as required (e.g. Ministry of Labour Orders).

4.5 HEALTH & SAFETY WORKPLACE MONTHLY INSPECTIONS

4.5.1 For sites with only two (2) members, the Worker member is responsible for completing monthly workplace inspections;

4.5.2 For sites with four (4) members, the 2 workers are responsible for developing a schedule to ensure that a worker member completes monthly inspections of the workplace;

- 4.5.3 In September, the Principal in consultation with the JOHSC Worker Member will make a plan to ensure that the entire workplace is inspected on a monthly basis focusing on one safety element each month. Science and Technology classrooms are to be inspected once per semester;
- 4.5.4 The Principal/Supervisor may accompany the JOHSC Worker Member on the inspection;
- 4.5.5. The JOHSC Worker Member will conduct the monthly inspection. The completed form will be submitted within three (3) business days to the Principal/Supervisor for review;
- 4.5.6 The Principal/Supervisor will review the inspection form preferably with the JOHSC Worker Member and complete the comment and resolved sections;
- 4.5.7 At the time when the Principal/Supervisor reviews the current inspection, they are also to review the prior month's inspection to make sure all issues have been addressed/resolved;
- 4.5.8 The Principal/Supervisor is responsible to ensure that the current reviewed inspection form and previous month's form (where hazards have been further resolved) are posted on the Health and Safety Notice Board, and school conference, sent to the Executive Assistant to the Superintendent of Business and the JOHSC Worker Member within seven (7) business days;

4.6 DUTIES OF THE WORKER MEMBER

The worker member shall:

- 4.6.1 conduct a Health & Safety Workplace Monthly Inspection every month;
- 4.6.2 utilize the appropriate time necessary to complete the monthly inspections in co-ordination with the Principal/Supervisor;
- 4.6.3 follow and utilize the Board's Health & Safety Workplace Inspection form (Appendix "A");
- 4.6.4 report findings to the Principal/Supervisor upon completion;
- 4.6.5 ensure that the Health and Safety Workplace Monthly inspections are completed in preparation for the quarterly meetings;
- 4.6.6 investigate a critical injury as defined in the OHSA;
- 4.6.7 be present during a work refusal as defined in the Work Refusal procedure BU-3580 and the bilateral work stoppage as defined in the Bilateral Work Stoppage procedure BU-3585;

4.6.8 be present during a Ministry of Labour workplace H&S inspection and or investigation as defined in the OHSA;

4.6.9 be present at the beginning of Industrial Hygiene Testing.

4.7 DUTIES OF THE PRINCIPAL/SUPERVISOR

The duties of the Principal/Supervisor are to ensure that:

4.7.1 a Health & Safety Workplace Inspection is conducted by the worker member every month;

4.7.2 the appropriate time necessary is provided to the worker member;

4.7.3 the inspection report findings are reviewed and that each item is addressed;

4.7.4 to ensure that the current reviewed inspection form and previous month's form (where hazards have been further resolved) are posted on the Health and Safety Notice Board, and school conference, sent to the Executive Assistant to the Superintendent of Business and the JOHSC Worker Member within seven (7) business days;

4.7.5 potential or existing hazards are identified S.9(18);

4.7.6 the worker member obtains information from the employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or a biological, chemical or physical agent in or about a workplace for the purpose of OH&S S.9(18)(e);

4.7.7 the worker member is consulted about and be present at the beginning of testing referred to in clause (e) conducted in or about the workplace if the representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid S.9(18)(f);

4.7.8 the worker member is notified of critical injuries and occupational illnesses;

4.7.9 the worker member receives site specific Occupational H&S reports;

4.7.10 the worker member reviews/updates the Board's Occupational H&S procedures;

4.7.11 the worker member is aware of Occupational H&S training programs.

4.8 MEETINGS

4.8.1 The co-chairs shall ensure that:

- a) quarterly JOHSC meetings take place on or before the 20th of September, December, March and June in each school year. Meeting dates for the following school year are to be determined at the June meeting;
- b) Any items brought to the attention of either co-chair shall be forwarded to the alternate co-chair member one week prior to the meeting whenever possible to be included on the agenda (Appendix "B"). These items will be discussed as New Business;
- c) JOHSC meetings are alternately chaired between the management co-chair and the worker co-chair;
- d) JOHSC Worker Members are entitled to one (1) hour or such longer time as the committee determines is necessary to prepare for each committee meeting;
- e) monthly inspections are reviewed as identified below:
 - i) September - review June's inspection;
 - ii) December - review September, October and November's inspection;
 - iii) March - review December, January and February's inspections;
 - iv) June - review March, April and May's inspections;
- f) If any of the following reports are received, they will be brought forward to the next meeting:
 - Health and safety concern
 - critical injuries
 - occupational illness
 - work refusal
 - MOL reports

4.8.2 The member(s) shall:

- a) forward any items that they wish to discuss to the co-chair one week prior to the meeting whenever possible;
- b) attend the quarterly JOHSC meetings which take place every September, December, March and June each school year.

4.9 AGENDA AND MINUTES

4.9.1 The co-chairs shall ensure that:

- a) the agenda must be completed one (1) week prior to the meeting. The co-chair responsible for chairing the meeting will be responsible for creating the agenda and forwarding to all JOHSC members;
- b) minutes are recorded for each quarterly JOHSC meeting by the co-chair chairing the meeting (Appendix "C");

- c) within two (2) weeks after a JOHSC meeting, the written minutes from the meeting must be shared with the JOHSC. Utilize the Board's JOHSC minutes form/format;
- d) a copy is posted on the H&S Bulletin board, the school conference, and forwarded to the Executive Assistant to the Superintendent of Business;
- e) Keep a copy on file for 3 years.

4.10 RECOMMENDATION

A site-based JOHSC can make a recommendation to the Employer on the prescribed form (Appendix E). A recommendation must be forwarded to the Board's H&S/WSIB Coordinator immediately after the quarterly JOHSC meeting to be shared with the Board's Director's Council. The H&S/WSIB Coordinator shall respond in writing on behalf of the employer within the legislative time-lines of 21 days.

4.11 HEALTH AND SAFETY CONCERNS

Report of Health and Safety Concern

- 4.11.1 Workers and Members should report all health and safety concerns to the school Principal/Supervisor. Health & Safety concerns can be initiated by workers or through the JOHSC Worker Member;
- 4.11.2 Workers may consult with the JOHSC Worker Member at any stage in the process;
- 4.11.3 The Principal/Supervisor will respond to the worker within five (5) business days with a course of action;
- 4.11.4 If the response is rejected, the worker should initiate the Report for Unresolved Health and Safety Concerns process;

Report for Unresolved Health and Safety Concerns

- 4.11.5 If the worker feels the response does not resolve their health and safety concern, the employee shall submit in writing to the Principal/Supervisor and the JOHSC Worker member on the form (Appendix "D");
- 4.11.6 The Principal/Supervisor shall contact the Board's Health and Safety/WSIB Co-ordinator for assistance;

- 4.11.7 The Principal/Supervisor shall send the concern form with a written response to the worker within five (5) business days, with a copy to the worker, the Executive Assistant to the Superintendent of Business, the Health and Safety/WSIB Co-ordinator, and the JOHSC Worker member;
- 4.11.8 The worker will indicate on the form whether they accept or reject the response. The form will be signed and sent to the Principal/Supervisor within two (2) business days;
- 4.11.9 Immediately after being received, the Principal/Supervisor will send the approved/rejected final copy to the Executive Assistant to the Superintendent of Business, the Health and Safety/WSIB Co-ordinator, and the JOHSC Worker Member;
- 4.11.10 If the response is rejected by the worker, the Executive Assistant to the Superintendent of Business will send a copy to the JOHSC worker and management co-chairs. The co-chairs will review the health and safety concern at its next scheduled meeting and it will be reflected in the minutes.

4.12 CONFIDENTIALITY

All JOHSC members fall under and are required to comply with the confidentiality requirements under Section 63 of the OHSA. This includes personal medical and accident/injury and other report information that is legislatively required to be shared with the JOHSC.

5.0 APPENDICES

- 5.1 Appendix A – Inspection Form
- 5.2 Appendix B – Agenda Template
- 5.3 Appendix C – Minutes Template
- 5.4 Appendix D – Safety Concern Form
- 5.5 Appendix E – JOHSC Recommendation Form

WORKPLACE INSPECTION REPORT

Location: _____

Date of inspection: _____

Time of inspection: _____

A - immediate danger, potential for permanent disability or death, extensive loss of a structure, equipment or material. Correction / action will be undertaken immediately.
B - potential for injury or illness, property damage that is disruptive, but less severe than class "A". Situation will be controlled ASAP.
C - Low danger, property damage that is not disruptive. Items will be reported, evaluated and a plan for completion established.

ITEM #	LOCATION	HAZARD(S) OBSERVED	HAZARD CLASS A-B-C	REPEAT		FOR PRINCIPAL'S USE	FOLLOW-UP (Principal to complete)		
				Y E S	N O	ACTION / RESPONSE	ACTION TAKEN	DATE (mmm/dd/yy)	INITIALS

Inspection completed by: _____
 (Certified worker rep.) PRINT SIGN DATE

Principal/Supervisor: _____
 PRINT SIGN DATE

Date response from Principal/Supervisor received back by JHSC: _____
 where hazards are being resolved with a work order, a w/o can be entered in the action taken

- Copies provided to:
- Principal
 - Executive Assistant to the S.O.B.
 - Posted on Health and Safety Board & School conference
- Tech/Science done once per semester

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
Joint Occupational Health & Safety Committee Agenda

SCHOOL / LOCATION:

DATE:

TIME:

CHAIR OF MEETING:

AGENDA

- 1.0 Call to order
- 2.0 Addition to Agenda
- 3.0 Approval of Agenda
- 4.0 Approval of the Minutes (previous)
- 5.0 Business Arising from Minutes (new business from prior meeting)
 - Unresolved issues should be included
- 6.0 Reports
 - 6.1 Review of Workplace Inspections *
 - 6.2 Review of Accident reports (*including critical and occupational illness*)
- 7.0 Information to review and post on Notice Board / H&S school conference
- 8.0 New Business (*items that have come forward after the last meeting*)
- 9.0 Next Meeting date

* *September - review June's*

December - review September, October and November's

March - review December, January, February's

June - review March, April and May's

the agenda must be completed one (1) week prior to the meeting. The co-chair responsible for chairing the meeting will be responsible for creating the agenda and forwarding to all JOHSC members.



**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
Joint Occupational Health & Safety Committee Meeting Minutes**

SCHOOL / LOCATION:

DATE:

Present (y/n)

PRESENT: Management Co-Chair: _____
Management Rep: _____
Worker Co-Chair: _____
Worker Rep: _____

CHAIR OF MEETING:

- 1.0 Call to Order
- 2.0 Addition to the Agenda
- 3.0 Approval of the Agenda
- 4.0 Approval of the Minutes *(previous)*
- 5.0 Business Arising from Minutes *(new business from prior meeting)*
- 6.0 Reports
 - 6.1 Review of Workplace Inspections *
 - 6.2 Review of Accident reports *(including critical and occupational illness)*
- 7.0 Information to review and post on Notice Board / H&S school conference
- 8.0 New Business *(items that have come forward after the last meeting)*
- 9.0 Next Meeting date
- 10.0 Adjournment

Signatures of co-chairs:

Management: _____ **Date:** _____

Worker: _____ **Date:** _____

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
SAFETY CONCERN FORM
(Unresolved)**

Yes, the informal concern process has been completed

SECTION ONE (1) – REPORT OF SAFETY CONCERN (to be reported by the Worker)

SCHOOL/SITE _____

SAFETY CONCERN

Worker Name _____ Date _____

The worker shall send the concern form to their Principal/Supervisor and to their JOHSC worker member.

SECTION TWO (2) – PRINCIPAL’S/SUPERVISOR’S RESPONSE (to be completed within five (5) business days)

Supervisor Name _____ Date _____

The Principal/Supervisor shall send the concern form with a written response to the worker within five (5) business days, with a copy to the worker, the Executive Assistant to the Superintendent of Business, the Health and Safety/WSIB Co-ordinator, and the JOHSC worker member.

SECTION THREE (3) – WORKER ACCEPTANCE Yes _____ No _____
(to be completed within two (2) business days of receiving Principal/Supervisor’s Response)

If “NO”, give reasons _____

WORKER _____ DATE _____

Once the Principal/Supervisor has received the accepted/rejected response, they will send a copy of the completed Safety Concern Form to the Executive Assistant to the Superintendent of Business, the Health and Safety/WSIB Co-ordinator, and the JOHSC worker member.

If the worker does not accept the Principal's response, the Executive Assistant to the Superintendent of Business will send a copy to the JOHSC worker and management co-chairs. The co-chairs will review the health and safety concern and provide a written response within five (5) business days to the Principal/Supervisor, the Executive Assistant to the Superintendent of Business, the Health and Safety/WSIB Co-ordinator, and the worker.

JOINT HEALTH AND SAFETY COMMITTEE NOTICE OF RECOMMENDATION

Submitted to: _____

Date: _____

Location: _____

From: **Joint Health and Safety Committee**

Co-Chair Signature - Employer Representative

Co-Chair Signature - Worker Representative

OH&S Issue: (Give a short, clear and complete description of the issue. Describe what, why, who, where and when)

Committee Recommendation: (attach a separate sheet if necessary). (Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion)

Employer Response: (attach a separate sheet if necessary)

(Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation, please include your reasons)