1. **PURPOSE**

1.1. To ensure that all Health and Safety Boards utilized by McMaster University contain the required posted information.

1.2. To outline the required posted information for Health and Safety Boards.

1.3. To ensure that Health and Safety Boards are maintained.

2. **SCOPE**

2.1. All facilities that house McMaster University faculty, staff and students.

3. **RELATED DOCUMENTS**


3.2. Occupational Health and Safety Act (OHSA), R.S.O. 1990


3.4. McMaster University RMM # 100 Workplace & Environmental Health and Safety Policy

3.5. McMaster University RMM # 1204 First Aid Program

3.6. McMaster University Workplace Violence Policy

3.7. McMaster University Workplace Violence Program

RMM #319 – June 2017
3.8. McMaster University Discrimination, Harassment & Sexual Harassment: Prevention and Response

4. DEFINITIONS

4.1. **Designated Administrative Support** – A person designated by Senior Management and/or the JHSC who has the authority and responsibility to change and/or add material to the Health and Safety Board.

**Worker** - means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. A person who receives training from an employer, but who, under the *Employment Standards Act, 2000*, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
5. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation; (“travailleurs”)

4.2. **Acronyms:**

- EOHSS – Environmental and Occupational Health Support Services
- FHS Safety Office – Faculty of Health Sciences Safety Office
- JHSC – Joint Health and Safety Committee
- MOL – Ministry of Labour
- MSDS/SDS – Material Safety Data Sheets/Safety Data Sheet
- OHSA – Occupational Health and Safety Act
- RMSG – Risk Management Support Group
- WSIB – Workplace Safety and Insurance Board

5. RESPONSIBILITIES

5.1. **Role of Senior Managers (Deans / Directors / Chairs / Managers):**

Senior Managers shall:

- Provide the required resources and direction to support and maintain Health and Safety Boards as required by this program;
• Consult with JHSCs and EOHSS or FHS Safety Office if applicable in determining the need for and location of Health and Safety Boards;
• Designate an Administrative Support Person to maintain the Health and Safety Boards in their area;
• Inform EOHSS or FHS Safety Office of any change to board location and/or change of Designated Administrative Support person; and,
• Provide the required materials to be posted as needed to replenish Health and Safety Boards.

5.2. Role of Faculty and Staff and Students:
Faculty, staff and students shall:
• Familiarize themselves with the location of Health and Safety Boards; and,
• Notify a JHSC Member should materials be missing from a Health and Safety Board.

5.3. Role of Joint Health and Safety Committees (JHSCs):
JHSCs shall:
• Review the required material on Health and Safety Boards during inspections in their areas (Appendix 1 lists material that is to be posted);
• Report to the Designated Administrative Support any deficiencies noted; and,
• Make recommendations to Senior Management for placement of additional Health and Safety Boards.

5.4. Role of Designated Administrative Support:
The Designated Administrative Support person shall:
• Replace any missing items on the Health and Safety Board as soon as possible after being notified of a deficiency; and,
• Maintain the Health and Safety Board as per EOHSS and FHS Safety Office’s direction.

5.5. Role of Environmental and Occupational Support Services (EOHSS) and FHS Safety Office (FHS):
EOHSS and FHS shall:
• Provide the materials (copies of the Act, Regulations etc.) for the Health and Safety Boards; and,
• Maintain an up-to-date list of Health and Safety Boards with the following information: Building name, location, Designated Administrative Support person’s contact information.

6. TRAINING
• All JHSC Members and Designated Administrative Support persons will be instructed on the materials to be posted and provided with a copy of Appendix 1 (Posted Mandatory and Optional Health and Safety Materials); and,
• Faculty, staff and students to be instructed on the location of Health and Safety Boards.
7. **PROCEDURES**

7.1. **Location**
   - A minimum of one Health and Safety Board shall be present in each building.

7.2. **Inspection/Contents of Health and Safety Boards**
   - The Worker Member of the JHSC designated to inspect the workplace shall also inspect the contents of the Health and Safety Board;
   - All Managers with a Health and Safety Board within their area of responsibility shall inspect the contents of that board during their regular inspections; and,
   - Any deficiencies shall be reported immediately to the Designated Administrative Support Person.

7.3. **Record of inspections of Health and Safety Boards**
   - A record of the inspection of the Health and Safety Board (with a specific location attached) shall be kept with the workplace inspection reports from both the Joint Health and Safety Committee and the Manager.
Appendix 1

Health and Safety Board

Mandatory Material

- Ontario Occupational Health and Safety Act: https://www.ontario.ca/laws/statute/90o01
- McMaster University Workplace Violence Policy: https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/
- McMaster University Discrimination and Harassment Policy: https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/
- JHSC Membership List (Name/Location/Contact Information)
- JHSC Most Recent Approved Minutes
- Ministry of Labour Documents, where applicable (Field Visits, Orders)
- Occupational Hygiene Reports

Additional Material – Optional

- Central Joint Health and Safety Committee Minutes and Monthly Incident Summary
- McMaster University Workplace Violence Program: https://hr.mcmaster.ca/app/uploads/2019/01/McMaster-University-Workplace-Violence-Program.pdf
- Copies of Workplace Inspection Reports
- Emergency Contact Numbers
- First Aid Regulation (1101) – Location of First Aid Kits