





# Risk Management Manual Program

Complete Program Title: <b>Central Joint Health and Safety Committee</b>	Risk Management Manual (RMM) Number: <b>104</b>
Approved by:   <hr/> <b>Vice-President, Operations and Finance</b>   <hr/> <b>President and Vice-Chancellor</b>	Date of Most Recent Approval: <b>May 2022</b>
Date of Original Approval: <b>June 2006</b>	Supersedes/Amends Program dated: <b>May 2014</b>
Responsible Executive: <b>Vice-President, Operations and Finance</b>	Enquiries: <b>Environmental and Occupational Health Support Services (EOHSS) <a href="mailto:eohtss@mcmaster.ca">eohtss@mcmaster.ca</a></b>
<b>DISCLAIMER:</b> <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i>	

## 1 Purpose

- 1.1 To support the Internal Responsibility System (IRS) and provide a mechanism for joint resolution of occupational health and safety issues in the workplace.
- 1.2 To provide oversight and support for the activities of McMaster University Joint Health and Safety Committees.
- 1.3 To provide joint assessment and input on University policy and programs related to health and safety and to make recommendations to senior management regarding such policy and programs.
- 1.4 To provide joint evaluation and support of educational programs directed at eliminating risks related to occupational health and safety.
- 1.5 To ensure compliance with the Occupational Health and Safety Act (the Act) R.S.O. 1990

## 2 Scope

2.1 All faculty, staff and recognized employee unions and associations.

### 3 Related Documents

3.1 O. Reg 213/91 – Construction Projects

RMM 104 – May 2022

3.2 O. Reg 490/09 – Designated Substances

3.3 McMaster University RMM #100 Workplace and Environmental Health and Safety Policy

3.4 McMaster University RMM #600 and RMM #106 Biosafety Program / Biosafety Committee Terms of Reference

3.5 McMaster University RMM #700 and RMM #107 Radiation Safety Program / Health Physics Advisory Committee - Terms of Reference

3.6 Ministry of Labour, Training and Skills Development Guide for Health and Safety Committees and Representatives

3.7 Terms of Reference McMaster University JHSCs

### 4 Definitions

4.1 **Audit** - a systematic check to determine quality in the operation of some function or the performance of some activity (e.g. Internal Responsibility System).

4.2 **Certified Member** – a committee member who is certified in accordance with the Act and criteria set out by the MLTSD.

4.3 **Inspection** - an examination of the workplace to identify deficiencies that might cause injury, illness, or property damage.

4.4 **Internal Responsibility System (IRS)** – the fundamental concept on which the Act is based. The IRS defines and outlines the responsibilities of all parties in the workplace. The development of an effective IRS is shared by all parties and contributes to the quality of occupational health and safety programming, its execution and the health and safety culture.

4.5 **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:

- A person who performs work or supplies services for monetary compensation.
- 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.

- 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.
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation (“travailleur”).

4.6 **Shall** – mean must, mandatory.

4.7 **Acronyms:**

- **CJHSC** – Central Joint Health and Safety Committee
- **EHS** – Employee Health Services
- **EOHSS** – Environmental and Occupational Health Support Services
- **FHSSO** – Faculty of Health Sciences Safety Office
- **HPAC** – Health Physics Advisory Committee
- **JHSC** – Joint Health and Safety Committee
- **IRS** - Internal Responsibility System
- **MLTSD** - Ministry of Labour, Training and Skills Development
- **OHSA** - Occupational Health and Safety Act
- **PBAC** – Presidential Biosafety Advisory Committee
- **WSIB** – Workplace Safety and Insurance Board

## 5 Responsibilities

5.1 **The Central Joint Health and Safety Committee shall:**

- review minutes and reports from JHSCs;
- review and audit inspection reports from JHSCs;
- conduct periodic health and safety audits and inspections at the departmental level when it is deemed necessary by the CJHSC;
- review and make comment on proposed occupational health and safety policy and programs;
- review injury and occupational disease (injury/ incident) reports and statistics;
- review and comment on proposals for health, safety and fire loss prevention programs and training initiatives;
- when requested provide assistance by participating in regulatory inspections, safety-related work refusals and investigations of fatal or critical injuries; and

- make recommendations to improve internal responsibility and workplace health and safety conditions.

## 5.2 **McMaster University Joint Health and Safety Committees shall:**

The Occupational Health and Safety Act sets out the following minimum functions for a Joint Health and Safety Committee.

- Meet in person or virtually where necessary at least once every 90 days, more frequently if determined necessary by the JHSC;

- Record the minutes of meetings and forward copies to the CJHSC;
- Identify and report in writing unresolved workplace health and safety issues to the Senior Manager responsible;
- Review Injury/incident reports;
- Provide written recommendations to Senior Manager responsible on health and safety issues including improvements to internal responsibility and workplace health and safety conditions;
- Ensure that at least one member of the JHSC representing management and one representing workers are certified as per the OHS/A;
- Provide certified members as required by OHS/A for investigations, and bilateral work stoppages;
- Obtain information from constructor or employer regarding actual or potential hazards;
- Obtain information from the constructor or employer concerning industrial hygiene testing;
- Be consulted about workplace industrial hygiene testing methods and strategies;
- Post the names and work locations of members; and
- Review and make comment on safety training programs on an annual basis.

5.3 **Worker members** are required to designate one of their members who may carry out additional functions:

- to be present at the beginning of industrial hygiene testing;
- on a schedule established by the JHSC inspect the workplace at least once per month or inspect part of the workplace each month resulting in the inspection of the entire workplace in one year;
- to inform the JHSC of actual or potential hazards; and
- to assist in resolving health and safety related work refusals.

5.4 **Certified Members:** The Act requires that at least one member of a JHSC representing management and one member representing workers be certified. Such members receive certification training that has been approved by the MLTSD. According to section 45 of the OHS/A, required duties of the certified member include:

- to investigate dangerous circumstance that may exist according to section 45 of the Act;

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- to initiate and /or assist in the investigation of a bilateral work stoppage;  
contact the other certified member if dangerous circumstances continue to exist after the investigation; and
- contact EOHSS or FHSSO immediately to assist in the investigation.

#### 5.5 **The Health Physics Advisory Committee shall:**

- forward copies of new and revised radiation safety policy and procedures to the CJHSC for information and review; and
- provide updated lists of all approved radiological projects to the CJHSC.

#### 5.6 **Biosafety Committee shall:**

- forward copies of new and revised biosafety policy and procedures to the CJHSC for information and review; and
- provide updated lists of all approved biohazard projects to the CJHSC.

#### 5.7 **Environmental and Occupational Health Support Services shall:**

- provide technical and professional support to the CJHSC and shall act as liaison between the CJHSC and the all other Committees having assigned responsibility for health and safety on campus;
- submit draft health and safety policy and programs to the CJHSC for review and comment;
- liaise with EHS to provide injury and occupational disease statistics to the CJHSC for review and comment;
- provide information to the CJHSC on proposed health, safety and fire loss prevention programs;
- provide the CJHSC with information regarding new and proposed health and safety legislation; and
- Co-ordinate certification training offerings.

#### 5.8 **Deans / Directors / Chairs/ Department Heads shall:**

- support the activities of the CJHSC;
- respond promptly to concerns raised by the CJHSC and/or other JHSCs;

- - respond in writing within twenty-one days to any written recommendation from a JHSC; and
- ensure that CJHSC and McMaster University JHSC members are afforded the time and resources required to fulfill their obligations and rights as members of such committees.

#### 5.9 **Vice President, Operations and Finance shall:**

- receive and review minutes and respond to recommendations from the CJHSC in writing; and
- report on the activities and recommendations of the CJHSC to the Senior Management Group.

## 6 **CENTRAL JOINT HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE**

6.1 **Authority:** the CJHSC receives its authority from the OHSA and reports to the Vice President, Operations and Finance. The legal JHSCs for McMaster University are specified in RMM#105 program entitled McMaster University Joint Health and Safety Committees. The model for the establishment of the CJHSC is derived from the Occupational Health and Safety Act.

#### 6.2 **Membership:**

The CJHSC shall be comprised of:

- at least 50 % shall be workers and will be named by the bargaining unit they represent; and
- 50% of the members representing management, appointed by the Vice President, Operations and Finance.

#### 6.3 **Officers:**

- **Two Co-Chairs:**
  - One representing the worker representatives; - One representing the management representatives.

There will be a single rotating chair for each meeting of the committee.

- **Administrative Support:** Environmental and Occupational Health Support Services will coordinate administrative support services for the CJHSC.

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- 6.4 **Certification:** At least two members of the CJHSC, one representing management and one representing workers, will be certified members. Certification training will be encouraged and provided to any interested JHSC member.
- 6.5 **Membership List:** See attachment Appendix B.
- 6.6 **Quorum:** The minimum number of members for quorum shall be 50% Management members, 50% Worker members + one additional worker member. Once quorum is met, the number of worker members at a meeting shall equal or exceed the number of management members.



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- 6.7 **Meetings:** The CJHSC shall meet at least monthly unless otherwise agreed by the co-chairs. It may meet more often at the discretion of the co-chairs and by consensus of the committee for the purpose of dealing with unfinished business.
- 6.8 **Powers and Protection:** It is noted that all members of Joint Health and Safety Committees associated with McMaster University are recognized as legal JHSC members under the Occupational Health and Safety Act. All powers and protection under the OHS Act for each JHSC are assumed by each member.

## 7 RECORDS

- 7.1 Environmental and Occupational Health Support Services shall retain copies of the CJHSC minutes and all documents relevant to the activities of the Committee.

## **Appendix A**

### **Occupational Health and Safety Act R.S.O.1990.**

#### **Section 9: Joint health and safety committee**

[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90o01\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm)

## **Appendix B**

### **Central Joint Health and Safety Committee Members**

**This list will change periodically - for the current list of members, please visit:**

[https://hr.mcmaster.ca/employees/health\\_safety\\_well-being/our-safety/joint-health-and-safety-committees/](https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/joint-health-and-safety-committees/)