

**TERMS OF REFERENCE  
FOR THE  
CARLETON UNIVERSITY  
JOINT HEALTH AND SAFETY COMMITTEE**

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**Table of Contents**

	Page
1.0 Composition of the Committee	3
2.0 Functions of the Committee	4
3.0 Providing Information to the Committee	5
4.0 Meetings	5
5.0 Recommendations	6
6.0 Member Responsibilities	6
7.0 Terms of Office	6
8.0 Member Certification	7
9.0 Member Entitlements	7
10.0 Administrative and Financial Support	7
11.0 Other	7
Appendices	
Abbreviations	A
Inspection Process Flow Chart	B

## Preamble

The *Occupational Health and Safety Act* is built upon the principle that employees and employers must act together to ensure a healthy and safe workplace. This is the foundation of the Internal Responsibility System. To support this goal, the employer is responsible for establishing and maintaining a Joint Health and Safety Committee (JHSC) at the workplace.

The JHSC is an advisory committee that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace hazards and develops recommendations for the employer to address these.

Carleton University and its employees have acknowledged that for the JHSC to be effective, representatives of all parties must be committed to their responsibilities under the *Occupational Health and Safety Act* and must endeavour to promote a co-operative, positive, and progressive approach to dealing with health and safety issues.

The Carleton University Joint Health and Safety Committee has adopted these Terms of Reference to guide its operations. The Committee may review and revise these Terms of Reference at any time as deemed necessary to facilitate the ongoing effective functioning of the Committee, but at least every two years.

## 1.0 Composition of the Committee

### Member Selection

- 1.1 Only Carleton University employees may serve as members of the Committee.
- 1.2 There will be 14 members representing workers on the Committee. These members will be selected by the Unions and other worker groups as follows:

CUPE 3778	1 member	
CUPE 910	2 members	
CUPE 4600	2 members	
CUPE 2424	4 members	
CUASA	2 members	
OPSEU 404	1 member	
PSAC	1 member	
Admin/Tech	1 member	(non-managerial)

- 1.3 There will be 11 members representing management on the Committee. These members will be selected by the Vice-Presidents as follows:

Engineering and Design	1 member	Dean or Senior Manager
Science	1 member	Dean or Senior Manager
Arts and Social Science	1 member	Dean or Senior Manager
Library	1 member	University Librarian or Senior Manager
Facilities Management & Planning	1 member	AVP or Senior Manager
University Services	1 member	AVP or Senior Manager
Human Resources	1 member	AVP or Senior Manager
Students and Enrolment	1 member	VP, AVP or Senior Manager
University Safety	1 member	Director or Senior Manager
Financial Services	1 member	Director, Risk Management
Additional	1 member	AVPs/Directors/Deans or Senior Managers

### Alternates

- 1.4 The Committee will not designate alternate members.

### **Co-Chairs**

- 1.5 There will be two co-chairs of the Committee, one representing workers selected by the worker members of the Committee and one representing management selected by the management members of the Committee or by the Vice-Presidents.

### **Ex- Officio**

- 1.6 The Director, Environmental Health and Safety will be ex-officio and available as a resource to the Committee. The Director or designate will attend meetings, will serve as a Committee member, and will typically serve as Secretary, but will be non voting.

### **Guests**

- 1.7 Additional persons may attend Committee meetings as guests with the approval of both co-chairs. These additional persons shall not otherwise attend or participate in the regular business of the meetings.

## **2.0 Functions of the Committee**

### **General**

- 2.1 The Committee has the following principal functions:
- To identify and evaluate actual or potential hazards in the workplace
  - To obtain information from the employer relating to health and safety in the workplace
  - To inspect the workplace on a regular basis
  - To be consulted about and having a member representing workers be present at the beginning of any health and safety-related testing in the workplace
  - To recommend health and safety improvements in the workplace

### **Inspections**

- 2.2 The Committee members representing workers shall inspect the physical condition of the workplace, with the support of a member representing management.
- 2.3 The worker members shall inspect the entire workplace annually in accordance with a written schedule established by the Committee. The written schedule will include locations, dates, and workers designated to perform the inspections.
- 2.4 The Committee members representing workers will designate a worker member to monitor the inspection schedule and report on the status.
- 2.5 All occupational health and safety concerns found during the inspections shall be recorded in the Carleton University inspection system.
- 2.6 The worker members conducting the inspection shall forward a copy of the completed Workplace Inspection Report Form to the Director, Environmental Health and Safety within five working days. The Director will forward the report to the appropriate area supervisor(s), as well as FMP, for corrective action, and to the worker member designated to monitor the inspection schedule, and will ensure all inspection reports are posted, in accordance with the inspection process chart (attached).

- 2.7 The appropriate area supervisor(s) shall provide a written response outlining corrective action taken or planned to the Committee via the Director, Environmental Health and Safety within 21 calendar days.

### **Accident Investigations**

- 2.8 The Committee members representing workers will designate one or more worker members, preferably a certified member, to investigate cases where a person is killed or critically injured at the workplace from any cause. The designated worker member shall be contacted immediately by EHS to participate in the investigation. EHS shall report the findings to the Committee and to the Ministry of Labour.
- 2.9 Where appropriate, the Committee may designate one or more members to investigate incidents that resulted in or had the potential for serious injury to a worker or person. The designated member shall report the findings to the Committee.

### **Ministry of Labour Inspections, investigations or visits**

- 2.10 The Committee members representing workers will designate a worker member, preferably a certified member, to accompany a Ministry of Labour Inspector who attends the workplace for an inspection or investigation or visit.

### **Work Refusals**

- 2.11 The Committee members representing workers will designate a worker member, preferably a certified member, to be present during work refusal investigations.

### **Industrial Hygiene and Other Workplace Testing**

- 2.12 The Committee will be consulted about the testing of any equipment, machine, device, article, thing, material or biological, chemical or physical agent for the purpose of workplace health and safety.
- 2.13 The Committee members representing workers will designate a worker member to be entitled to be present at the beginning of the testing.

### **Contact Lists**

- 2.14 While the Committee members representing workers will designate a worker member for each of the functions above (accident investigation, MOL inspections, investigations and visits, work refusals and industrial hygiene or other testing), they will additionally provide a contact priority list in case the identified worker member is unable to attend and fulfil their duty.

## **3.0 Providing Information to the Committee**

- 3.1 The Committee shall be notified of events including work refusals, critical injuries, industrial hygiene and other testing, and Ministry of Labour inspections. Such notifications shall be provided by the Director, Environmental Health and Safety or designate.
- 3.2 Reports regarding workplace health and safety including accident summary reports shall be submitted for the Committee's review. Such reports shall be provided by the Director, Environmental Health and Safety or designate.

## **4.0 Meetings**

### **Frequency**

- 4.1 Meetings will be scheduled five times per year, generally on the third Wednesday of the month in January, March, June, September, and November. Meetings will normally be two hours in duration. The co-chairs will approve any changes to the meeting schedule.
- 4.2 The co-chairs may call additional meetings, including e-meetings, to consider urgent matters.

#### **Quorum**

- 4.3 Meetings must have both worker and management representation. One co-chair must be present. Committee recommendations will only be made if a quorum of 50% of Committee members is present, with at least one more worker member than management member.

#### **Agenda**

- 4.4 The agenda will be set by the co-Chairs and distributed one week in advance of the meeting.

Members may add items to the agenda as new business at the beginning of the meeting, with the understanding that the item may be deferred to the next meeting if there is insufficient time or information to address the issue. It is recommended that, if possible, items be raised prior to the meeting, to allow inclusion in the agenda,

#### **Proceedings**

- 4.5 The worker and management co-Chairs will generally alternate duties as chair for the meetings.
- 4.6 All agenda items will be dealt with on the basis of consensus.
- 4.7 To assist with meeting effectiveness, if an item remains on the agenda for more than two meetings, a sub-committee will be created to address the issue, and will report back to the Committee at the next meeting.

#### **Minutes**

- 4.8 Minutes will be reviewed and approved by the co-Chairs and distributed and posted as soon as possible after the meeting. Formal committee approval of the minutes will be obtained at the following meeting
- 4.9 For issues to be resolved, minutes will include a description of the issue and the action to be taken.

### **5.0 Recommendations**

- 5.1 Committee recommendations may be made by either of the co-Chairs to the Vice-President (Finance and Administration), but will preferably represent the consensus of the committee.
- 5.2 The Vice-President (Finance and Administration) may respond or may designate another Vice-President or Assistant Vice President to respond to the recommendation. In any case, a response must be provided to the Committee within 21 calendar days.
- 5.3 The response shall include a timetable for implementing the recommendations with which the employer agrees or give reasons for not implementing the recommendations with which the employer disagrees.
- 5.4 All recommendations and responses shall be in writing.

## **6.0 Member Responsibilities**

- 6.1 Members shall attend Committee meetings regularly. Members who are unable to attend a particular meeting must inform the Secretary.
- 6.2 Members shall adhere to rules of confidentiality, except where disclosure of information is specifically required by legislation.

## **7.0 Terms of Office**

### **Members**

- 7.1 The term for all members will be five years.
- 7.2 At the completion of any term, members may be reappointed for additional terms.

### **Co-chairs**

- 7.3 Members may serve as co-chair for a term of two years and may be reappointed for additional terms.

### **Member Resignation**

- 7.4 Worker members intending to end their term of office must notify their respective union as well as the Committee co-chairs at least three months prior to the end of their term. This notification should allow the union sufficient time for the selection of a replacement member by the next Committee meeting.
- 7.5 Management members intending to end their term of office must make a request to their respective Vice-President and notify the Committee co-chairs at least three months prior to the end of their term. The Vice-Presidents shall then appoint a replacement member by the next Committee meeting.
- 7.6 At the end of a member's term of office, the Committee co-chairs shall send a written request to the appropriate union, for worker members, or to the Vice-President (Finance and Administration), for management members, to fill the vacancy and provide the name of the replacement member. The union or the Vice-President (Finance and Administration) will be asked to reply to the co-chairs as soon as possible prior to the next Committee meeting.
- 7.7 The Committee may request the removal and replacement of any Committee member who continually fails to carry out their responsibilities. Such a request will be made to the appropriate union or to the Vice-President (Finance and Administration).

## **8.0 Member Certification**

- 8.1 The Committee shall have a minimum of two certified members, one representing workers and one representing management.

## **9.0 Member Entitlements**

- 9.1 Members shall be given adequate time away from their regular job duties to participate in activities associated with carrying out their duties as members of the Committee. Members will be entitled to one hour or such longer period of time as the Committee considers is necessary to prepare for each Committee meeting.
- 9.2 Members shall be given reasonable opportunities to attend training designed to enhance their ability to carry out their member responsibilities.

9.3 All time spent in attendance at Committee meetings or in activities relating to Committee functions shall be considered as time at work and the member shall be paid at the appropriate rate as per collective agreements.

#### **10.0 Administrative and Financial Support**

10.1 The Office of the VP, Finance and Administration will provide administrative services for the Committee including room bookings, preparing and distributing agendas and minutes, and maintaining Committee files.

10.2 The Office of the VP, Finance and Administration will provide a budget for Committee.

#### **11.0 Other**

11.1 It is agreed that all workers are to be encouraged to report any health and safety concern to their immediate supervisor prior to bringing it to the Committee.

11.2 Information, presentations and concerns discussed at the Committee meetings shall be as accurate and current as possible. Members will commit to exchanging information with a view to search for and find resolutions to workplace health and safety hazards or concerns.

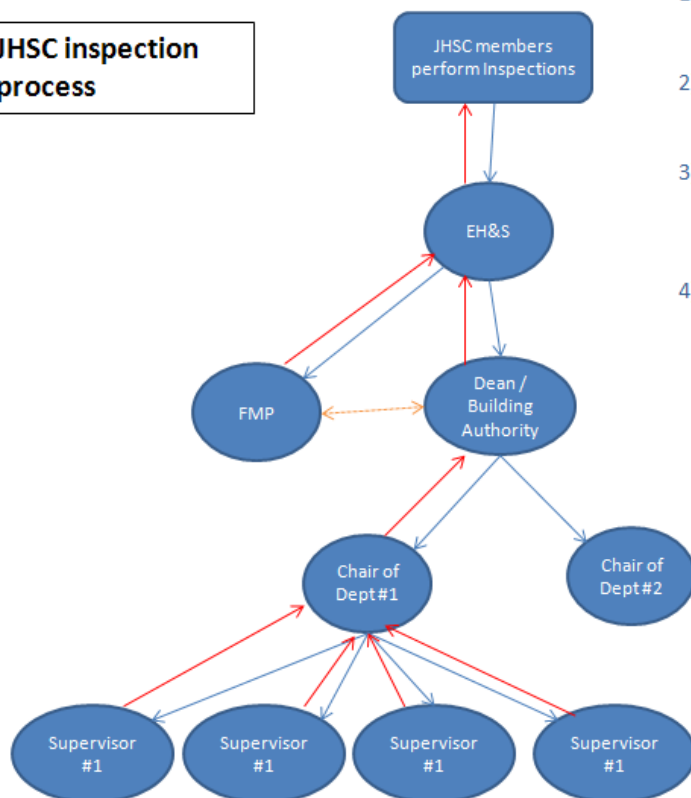


**APPENDIX A – ABBREVIATIONS**

CUPE	Canadian Union of Public Employees
CUASA	Carleton University Academic Staff Association
OPSEU	<b>Ontario Public Service Employees Union</b>
PSAC	Public Service Alliance of Canada
FMP	Facilities Management and Planning
EHS	Environmental Health and Safety Office

**APPENDIX B – Inspection Process**

### JHSC inspection process



- 1) JHSC worker members complete the inspections, and forward the report to EH&S
- 2) EH&S will direct to FMP and the responsible individual (Building Authority or Dean)
- 3) The Building Authority or Dean will then direct to those who are responsible for areas (departmental chairs or directors/managers)
- 4) If another level is appropriate (such as individual researchers for laboratories) these are further sent down.

1) Within the 21 days, the reverse cycle occurs, and the reports are completed and sent back through each level (which ensures actions completed) to arrive at EH&S who will post the responses to the identified non compliances.

#### Why do it this way?

- 1) Follows the IRS (Internal Responsibility System)
- 2) EH&S is resource