

The first piece in the toolkit is a warm **THANK YOU** and **WELCOME** from Carleton University! It is your interest and passion for Health and Safety that contributes directly to making Carleton a better, safer place to work, study and play!

Now that you are a member of the Carleton University Joint Health and Safety Committee, there are some things that you should know.

- 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 risks and develops recommendations for the employer to address these risks.
- The JHSC is a legally mandated bi-partisan committee composed of Worker members representing the various worker groups on campus, and Management members, representing various sectors of the university management, according to the Terms of Reference. The Committee is managed by two co-chairs, one representing Management and one selected from among the Worker members to represent Workers. In addition, there are always at least two Certified members, selected from management and worker members. The Committee is supplemented by resource member(s) from Environmental Health and Safety.
- Under the Occupational Health and Safety Act, the Committee has four principal functions: to identify situations that may be a source of danger or hazard to workers; to evaluate these potential hazards; to recommend corrective action and to follow up on implemented recommendations; to make recommendations for the improvement of health and safety.
- To carry out its functions, the committee is required to hold meetings and carry out regular inspections of the workplace.

1) Information related to OH&S Act and Regulations, and Committee member roles

Most of the resources you will require are located on the EH&S website.

<http://www2.carleton.ca/ehs/> and more specifically, the section designated for the Joint Health and Safety Committee, <http://www6.carleton.ca/ehs/joint-health-and-safety-committee/>, which includes a copy of the most recent Terms of Reference for the Committee.

Other references that may assist you to carry out your duties as a member of the JHSC include:

The Occupational Health and Safety Act http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

You will also be provided with a hard copy of the Act, so you can annotate as required for your purposes. If you have not received yet, please drop by the EH&S office to receive your copy, with our thanks!

CCOHS OSH Answers. OSH Answers: What is a Joint Health and Safety Committee?

<http://www.ccohs.ca/oshanswers/hsprograms/hscommittees/>

A guide for Joint Health and Safety Committees (JHSC) and Representatives in the workplace

<http://www.labour.gov.on.ca/english/hs/pubs/jhsc/index.php>

2) Information related to Inspections and the Inspection Process

Regular inspections help to identify hazards and prevent accidents. The purpose of a workplace inspection is to identify hazards that could endanger the health or safety of anyone in the workplace so that corrective action can be taken. An inspection can also determine if established practices and procedures are being followed.

Given the size of the campus, the JHSC establishes an inspection schedule that ensures the entire workplace will be inspected at least once per year, with part of the campus inspected every month. For higher risk areas (such as laboratories or workshops), the preference is to increase these to twice annually, using local Safety Committees (Faculty of Science, Faculty of Engineering and Design and FMP).

Worker members have the responsibility under the Act to perform the workplace inspections. , Management members typically attend to facilitate and support the inspection process.

The focus of the inspection conducted by committee members should be on the general conditions of the workplace, unsafe work procedures, and outstanding or newly created hazards. By doing so, the inspectors provide a “safety pulse” of the workplace and identify hazards that local workers or the supervisors may not have identified. The committee members’ inspection is a complementary process, or “an extra pair of eyes” to the owner and employer’s duties, responsibilities, or obligations to ensure the workplace is safe.

Carleton JHSC Inspection template

<http://www6.carleton.ca/ehs/joint-health-and-safety-committee/> specifically the Workplace Inspection Report Template (word document)

To assist with the inspection process, a number of checklist templates have been prepared that provide cues on what you should be looking for. As you become familiar with the process, the checklists will become second nature, and less daunting!

Checklists For laboratory, workshops and general office or similar spaces.

<http://www6.carleton.ca/ehs/ccms/wp-content/ccms-files/Lab-Safety-Checklist-Final.doc>

<http://www6.carleton.ca/ehs/ccms/wp-content/ccms-files/Workshop-checklist-Draft.doc>

<http://www6.carleton.ca/ehs/ccms/wp-content/ccms-files/Office-Inspection-Form.pdf>

Each building on campus is under the authority of a **Building Authority**, who have various responsibilities, including a health and safety component. Information on the Policy and list of Building Authorities can be found at:

<http://www6.carleton.ca/secretariat/ccms/wp-content/ccms-files/Building-Authorities-Policy2.pdf>

The annual **Inspection Schedule** can be found on the website, and is updated as inspections are completed. The inspection schedule can be found at:

http://www6.carleton.ca/ehs/ccms/wp-content/ccms-files/JHSC-inspection-Schedule_-2013.xlsx

And to assist with a year over year review of the inspections, previous inspection reports, as well as all current inspection reports are located at a password protected site:

<http://www2.carleton.ca/ehs/jhsc-inspection-reports/> (Password: **jhsc**)

To ensure that JHSC members can freely visit Carleton facilities, two additional processes were implemented:

- 1) Each member has been provided with a lanyard, identifying them as a member of the Carleton JHSC, and authorized to inspect the premises. (If you did not receive, contact Nancy Delcellier at EH&S)
- 2) Arrangements have been made with Facilities Management and Planning to provide JHSC members with keys to access buildings for the inspections. The names of members have been provided to the Central Heating Plant. Provide your Ontario/Quebec Driver's Licence, and you will be provided a set of keys for the building you are to inspect. All keys are for the day only.

Floor plans can facilitate the process, especially for the first time inspecting a particular building. Contact EH&S to obtain plans (these must be returned following the inspection)

And finally to assist with describing the steps of the inspection process, the following **flowchart** was developed: <http://www6.carleton.ca/ehs/ccms/wp-content/ccms-files/inspections.pptx>

3) Other key activities and associated resources

In addition to performing inspections, members of the JHSC become trusted advisors and advocates for health and safety within your respective workplaces. You may have individuals ask for assistance or identify health and safety concerns to you. While you can always wait to bring these to the next JHSC meeting (and you should document these requests through the JHSC), it is preferable to action and resolve these quickly. Please advise EH&S (ehs@carleton.ca) as well as the co-chairs if you are unable to provide resolution directly.

Members of the JHSC may also be involved in accident investigation and reporting. While this is usually completed by a certified member, any JHSC worker member may be asked to assist. Ensure you are familiar with the Definition of a Critical injury http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900834_e.htm

Members of the JHSC may also be contacted in regards to Work Refusals. One of our Rights under the Occupational Health and Safety Act is the Right to refuse unsafe work. This process is well described under the Act, listing the various steps that must occur in a work refusal. While this is usually completed by a certified member, any JHSC worker member may be asked to assist. Ensure you are familiar with the process. http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm#BK74

Another key role the JHSC plays is to review university H&S policies, programs and training. Please become acquainted with the various policies <http://www6.carleton.ca/secretariat/policies/>, programs, <http://www6.carleton.ca/ehs/programs/> and training <http://www6.carleton.ca/ehs/training/> available, as your input is critical to improve our systems.

4) Training

All committee members should receive training to assist them in performing their roles within the committee. Several different types of training are available, including the training programs offered to Carleton staff and students. These are accessible from the Carleton Central Learning and Development portal, or from the EH&S website.

- These include: Worker Health and Safety Awareness, Supervisor Health and Safety Awareness, WHMIS, Fire Safety, Prevention of Workplace Violence and Harassment , Asbestos Awareness and sector specific training such as: Labsafety, Biosafety, Radiation Safety, Laser Safety, Transportation of Dangerous Goods, Lift Truck Operations training, Ladder Safety Working at Heights Training, Confined Space Training, and others as they are developed/introduced...
- Workplace Inspection Training for JHSC members is offered periodically as new members join the committee, and is refreshed every 2-3 years, or as need arises. This will assist with streamlining the inspection process and establish expectations.

Additional training programs are available to assist committee members fulfill their roles within the Committee. These include JHSC Certification training which includes both Part 1 and Part 2 components. The Occupational Health and Safety Act requires that there be at least one Management and one Worker member certified. This certification training is offered exclusively by third party service partners, under the MOL Occupational Health and Safety System Partners such as WSIB, Occupational Health Clinics for Ontario Workers (OHCOW), Workers Health & Safety Centre (WHSC) and Health & Safety Ontario of which Public Services Health & Safety Association (PSHSA) serves the University Client group. Currently, we have the required numbers of certified members, however we continue to monitor for opportunities. There are also training opportunities offered through the various unions across campus.

And of course, the EH&S Office, as well as your Management and Worker co-chairs, will be pleased to mentor and support you as you gain experience and confidence to fulfill your role.

Once again, thanks for joining our Team
Together we are making a difference at Carleton!

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