



## HEALTH AND SAFETY POLICY MANUAL

<b>Subject:</b> Joint Health and Safety Program	<b>Approval Date:</b> December 18, 2017	<b>By-Law No.</b> 86-2017
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### 5.6 JOINT HEALTH AND SAFETY PROGRAM

#### 1. Purpose

The purpose of this policy is to outline the duties of The Corporation of the Municipality of Red Lake's (The Corporation) Joint Health and Safety Committee. The following information is based on guidelines and regulations set forth by the [Ontario Ministry of Labour](#).

#### 2. Definition

Joint Health and Safety Committee – Consists of employers and employees working together to improve health and safety in their work place. Committee's must be composed in the following ways:

In workplaces in which fewer than 50 workers are regularly employed, the Act requires the committee to have a minimum of two (2) members. Where there are 50 or more workers regularly employed, the committee must have at least four (4) members or any other specific number prescribed in regulation.

At least half the members must be workers employed at the workplace who do not exercise managerial functions and must be selected by the workers. The employer or constructor is required to select the remaining members from persons who exercise managerial functions for the employer/constructor.

Unless otherwise prescribed in regulation, the Act requires that at least two (2) members of the committee (one representing workers and one representing persons who exercise managerial functions) be [certified](#).

*The Corporation's Joint Health and Safety Committee will be representative of the entire workplace, including all of the municipality's departments/work areas.*

#### 3. Functions

The Joint Health and Safety Committee has four (4) principle functions:

- To identify actual and potential hazards;
- To evaluate these hazards;
- To recommend corrective action; and
- To follow-up on implemented recommendations.



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Members of the committee are entitled to time off from work for authorized activities related to the responsibility of the committee. Committee members will not be held personally liable for anything done or omitted in good faith.

It is an offence for any person to knowingly hinder or interfere with, or to give false information to a committee member who is in the process of exercising his or her powers and/or performing his or her duties under the [Occupational Health and Safety Act](#) of Ontario.

### 3.1 Identifying and Evaluating Hazards

To carry out its functions, the Joint Health and Safety Committee is required to hold meetings and carry out regular inspections of the workplace. In some cases, the committee must also participate in the development of assessment reports and control-program reports required under designated substance regulations. In general, committee members are responsible for the following:

- a) Identifying and assessing actual and potential unsafe conditions or situations that may be a source of danger or hazard to employees. This is accomplished by:
  - **Physically meeting in the workplace at least once every two (2) months** (or as required for urgent matters) to discuss health and safety issues. Meeting minutes must be posted within one (1) week. A meeting minutes template can be found [here](#).
  - **Conducting health and safety inspections of the workplace at least once (1) every month** (further inspections may be taken during urgent matters). The Corporation and other employees must give the committee any information and assistance needed to carry out these inspections.
- b) Reviewing injuries and accidents
  - If a worker is killed or critically injured on the job, the committee has the obligation to inspect the scene of the accident and any machine, equipment, substance, etc. that may be connected with the accident.
- c) Being present at the investigation of a work refusal;



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- d) Assisting with hazard identification and control, inspection and accident investigation reports;
- e) Receiving, considering, and addressing employee concerns, complaints and recommendations related to health and safety.

In fulfilling these responsibilities, committee members are entitled to:

- i) Obtain information from The Corporation or a constructor respecting:
  - The identification of potential or existing hazards related to materials, processes or equipment;
  - Health and safety experience, work practices and standards in similar or other industries of which the constructor or employer has knowledge;
  - The conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety.
- ii) Be consulted about (and have a designated member representing workers present at the beginning of) testing conducted in or about the workplace.
  - If the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.
    - However, this does not include medical records of any person, unless that person agrees to their disclosure.
- iii) Request the annual summary of information from the [Workplace Safety & Insurance Board](#) about compensation claims related to the workplace of The Corporation. This information includes:
  - Number of fatalities;
  - Number of lost-time injuries;
  - Number of work days lost;
  - Number of injuries requiring medical aid but did not involve lost work days;
  - Incidence of occupational illnesses; and
  - Number of occupational injuries.



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### 3.2 Recommending Corrective Actions and Following-Up on Implemented Recommendations

The Joint Health and Safety Committee has the power to make recommendations to the Corporation on ways to improve workplace health and safety, including:

- a) The improvement of the health and safety of all employees;
- b) The establishment, maintenance and monitoring of policies, procedures, programs and measures respecting the health or safety of all employees; and
- c) The revision of existing and proposed health and safety policies, procedures and programs.

The Corporation will respond in writing to any written recommendations within twenty one (21) days of submission.

### 3.3 Confidential information

Members of the Joint Health and Safety Committee may from time to time come across confidential information. Committee members may not:

- a) Disclose any information about any workplace test or inquiries conducted under the Act or regulations;
- b) Reveal the name of any person from whom information is received;
- c) Disclose any secret or trade information, etc.; and
- d) Disclose the results of any medical examinations or test of workers in a way that identifies the individual(s).

### 3.4 Management Responsibilities

The Corporation supports our Joint Health and Safety Committee and has instructed its members to carry out the committee's four (4) principal functions and any other activity that is in compliance with applicable health and safety legislation/regulations. With respect to the functions of our Joint Health and Safety Committee, The Corporation is responsible for:

- a) Initiating the establishment of a Joint Health and safety committee and supporting its functions (as required);
- b) Selecting committee members who exercise managerial functions for the Corporation to sit on the Joint Health and Safety Committee;



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- c) Assisting and cooperating with committee members in the carrying out of their functions;
- d) Providing the committee with information relating to hazards in the workplace and any work practices and standards in similar industries;
- e) Providing the committee with a copy of all orders or reports issued to the Corporation by a Ministry of Labour inspector;
- f) Informing the committee of any work related incidents involving injury, death or occupational;
- g) Consulting with the committee on the development of health and safety programs and policies (including training programs), where prescribed;
  - This includes advising the committee of the results of the assessment or reassessment of the risks of workplace violence and providing it with a copy of the assessment if it is in writing.
- h) Providing a committee member representing the workers with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace;
- i) Responding to written recommendations within twenty-one (21) calendar days; and
- j) Providing any other specific information where prescribed.

### 3.5 Multi-Workplace Joint Health and Safety Committee

A multi-workplace joint health and safety committee (JHSC) is a single joint health and safety committee, established and maintained for more than one workplace, each of which would normally require its own committee.

The Municipality consists of several distinct workplaces and will follow the setup of a Multi Workplace Joint Health and Safety Committee. There will be two (2) management representatives and five (5) worker representatives, one from each of the following departments:

1. Public Works
2. Red Lake Child Care Center
3. Balmertown Child Care Center
4. Recreation and Facilities
5. Municipal Office



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Each of the following workplaces will have a worker representative to complete monthly inspections of their workplace:

1. The Municipal Office.
2. Outdoor Recreation and Facilities.
3. Public Works.
4. The Recreation Center.
5. Balmertown ELC.
6. Red Lake ELC.
7. St. Johns ELC.

In addition, during the operational months the Cochenour Arena and the Ferry will have a worker representative conducting workplace inspections.

The results of these inspections will be forwarded to the Supervisor, the HR Manager and to the JHSC for review at the next JHSC meeting.

The worker members of the committee will be elected by the union. The management members of the committee will be appointed by management. The worker representatives will be elected by the union. All members of the committee will be provided Provincially approved JHSC training. The union members of the committee may serve as worker representatives at their respective worksites. The members of the committee will meet once every three months.



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#### 4. Joint Health and Safety Committee Duties

The duties of Joint Health & Safety Committee members include:

- Participate in development and implementation of programs to protect the safety and health of employees
- Deal with employee complaints and suggestions concerning safety and health
- Ensure the maintenance and monitoring of injury and work hazard records
- Monitor and follow-up hazard reports and recommend action
- Set up and promote programs to improve employee training and education
- Participate in all safety and health inquiries and investigations
- Consult with professional and technical experts
- Participate in resolving workplace refusals and work stoppages
- Make recommendations to management for accident prevention and safety program activities, and monitor effectiveness of safety programs and procedures
- Attend all committee meetings
- Promote the health and safety policy and program
- Assist the employer in resolving worker health and safety complaints
- Provide feedback on workers' suggestions
- Promote and monitor compliance with health and safety regulations
- Attempt to raise health and safety standards above legal requirements
- Participate in the resolution of work refusals
- Participate in the identification and control of workplace hazards
- Participate in assessments and the development of control programs for hazardous substances
- Participate in accident investigations
- Study safety programs of other companies to enhance own program
- Conduct health and safety education programs
- Make health and safety recommendations
- Advise on personal protective equipment
- Maintain records of accidents and injuries
- Monitor effectiveness of health and safety program
- Assist in the development of organizational health and safety rules
- Assist in the development of safe work procedures
- Initiate other activities as indicated by accident experience



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### 5. Joint Health and Safety Committee Member Responsibilities

The Joint Health and Safety Committee shall assign a chairperson and a co-chairperson to effectively manage the functions of the committee.

#### 5.1 Responsibilities for All Members

- Attend all committee meetings
- Promote the company's health and safety policy and programs
- Assist the employer in resolving worker health and safety complaints
- Provide feedback on workers' suggestions
- Promote and monitor compliance with the Occupational Health and Safety Act
- Attempt to raise health and safety standards above legal requirements
- Participate in the resolution of work refusals
- Participate in the identification and control of workplace hazards
- Participate in assessments and the development of control programs for hazardous substances
- Participate in accident investigations
- Study safety programs of other companies to enhance your own company's program
- Conduct health and safety education programs
- Make health and safety recommendations
- Carry out workplace inspections
- Advise on personal protective equipment
- Maintain records of accidents and injuries
- Monitor effectiveness of health and safety program
- Assist in the development of organizational health and safety rules
- Assist in the development of safe work procedures
- Initiate other activities as indicated by accident experience

#### 5.2 Chairperson & Co-Chairperson Responsibilities

- Schedule regular meetings and notify JHSC members
- Prepare meeting agendas
- Invite specialists and/or resource persons, as required
- Preside over meetings
- Guide meetings, as per the agenda
- Ensure all discussion items end with a positive decision
- Review and approve meeting minutes
- Assign projects to JHSC members
- Ensure that the committee carries out its function in an effective and efficient manner





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### 5.3 Co-Chairperson Responsibilities

- Maintain accurate JHSC records
- Report on the status of recommendations
- Prepare meeting minutes for approval
- Distribute meeting minutes, after approval, to all employees
- Disseminate safety information to members
- Assist the chairperson, as required

### 5.4 Worker Representative Responsibilities

- Perform monthly inspections of their workplace
- Promote the company's health and safety policy and programs
- Assist the employer in resolving worker health and safety complaints
- Provide feedback on workers' suggestions
- Promote and monitor compliance with the Occupational Health and Safety Act
- Attempt to raise health and safety standards above legal requirements
- Participate in the resolution of work refusals
- Participate in the identification and control of workplace hazards
- Participate in assessments and the development of control programs for hazardous substances
- Participate in accident investigations
- Advise on personal protective equipment
- Participate in resolving workplace refusals and work stoppages