

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 6.05.ON
Section:	Health and Safety	Issued:	Nov. 29, 2019
Subject:	JOINT HEALTH and SAFETY COMMITTEE	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	HS-02
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 **Community Resource Centre** shall establish and maintain a Joint Health and Safety Committee (JHSC) in locations as required. The membership of the Committee shall be comprised equally of at least two (2) employee representatives and two (2) representatives of management.
- 1.02 **Community Resource Centre** fully supports the work of the JHSC in making **Community Resource Centre** a safer place to work and will endeavour to co-operate with the JHSC whenever possible.
- 1.03 All managers, supervisors and employees are expected to extend their full cooperation and support to the Committee and its individual members.

2 PURPOSE

- 2.01 The purpose of this policy is to ensure practices and procedures within **Community Resource Centre** support a safe workplace by assisting the work of the JHSC.

3 SCOPE

- 3.01 This policy applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible responding to employees' queries and/or complaints regarding safety matters and for providing information and assistance requested by the JHSC.
- 4.02 Employees are responsible for reporting any health and safety concerns to their immediate supervisors. Failing resolution of a concern at this point, employees should consult with a member from the JHSC. Employees must also co-operate with the JHSC and provide any information or assistance requested by the JHSC.

5 DEFINITIONS

None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Ontario *Occupational Health and Safety Act* and Regulations (OHSA)
Workplace Safety and Insurance Act (WSIA)
 SPP F6.01.ON — Health and Safety Principles
 SPP F6.02.ON — Accident and Injury Reporting
 SPP F6.03.ON — Accident Investigation

7 PROCEDURE

- 7.01 In locations where it is required, the **Community Resource Centre** will select two (2)

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members to represent management interests on the JHSC, one with experience with office operations and one with program experience. Management nominees must have at least one (1) year of service with **Community Resource Centre** in order to serve on the Committee. **Community Resource Centre** will endeavour to fill its representatives' vacancies prior to the next JHSC meeting.

- 7.02 At least one (1) management representative and one (1) employee representative must achieve certification in accordance with the provisions of OHSa and WSIA. **Community Resource Centre** shall be responsible for the costs associated with achieving certification.
- 7.03 JHSC members are considered "on duty" when engaged in JHSC business and are entitled to at least one (1) hour of preparation time prior to each meeting. Supervisors are required to use the appropriate JHSC reason codes when recording JHSC-related absences.
- 7.04 **Community Resource Centre** shall provide appropriate meeting space for JHSC business to be conducted. It is the Committee's responsibility to ensure that such space is properly reserved in advance to ensure against meeting room scheduling conflicts.
- 7.05 **Community Resource Centre** shall provide a JHSC bulletin board. The Committee is responsible for authorizing material to be posted on the bulletin board.
- 7.06 **Community Resource Centre** shall respect the privacy of employees who exercise their rights under the *Occupational Health and Safety Act* and/or the *Workplace Safety and Insurance Act*. It shall keep all relevant medical information confidential, except where required by law to disclose such information.
- 7.07 Employees are encouraged to discuss any health and safety concerns with their immediate supervisor. Should further assistance then be necessary, employees are encouraged to utilize the JHSC to help resolve health and safety concerns. Employees will not be subject to discipline or reprisals for exercising such rights.
- 7.08 Managers, supervisors and employees are expected to co-operate fully with the JHSC, and to provide requested information and assistance as soon as is practicable. **Community Resource Centre** reserves the right to implement disciplinary action to ensure such co-operation.
- 7.09 **Community Resource Centre** shall endeavour to keep the JHSC informed, and to consult with the Committee, whenever possible, regarding any new equipment, processes, procedures, materials or substances which will be introduced onto the premises.
- 7.10 The JHSC shall report to senior management at least once every quarter.