

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-24**

Date Adopted	October 24, 2018
Last Revised	
Board Motion	5598-10-18

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

1. PURPOSE

The James Bay Lowlands Secondary School Board has developed this agreement to ensure safe working conditions for all staff members and to ensure that consideration is given to the health and safety of the staff in all Board activities.

The Board and its administrators are committed to maintaining equipment and facilities in a safe condition and shall adhere to their responsibilities under the *Occupational Health and Safety Act*.

This policy supports the Board in taking every reasonable precaution to prevent personal injury and to ensure that every member of the staff meets the requirements of the *Occupational Health and Safety Act* in the performance of his or her duties.

2. GUIDING PRINCIPLES

- 2.1 The James Bay Lowlands Secondary School Board is committed to maintaining a safe and healthful work environment.
- 2.2 The Board will take all reasonable measures to identify hazards, to minimize risks, to present health and safety awareness programs to the staff, and to comply with all applicable occupational health and safety legislation.
- 2.3 The Board endorses the Joint Health and Safety Committee structure and supports the cooperative resolution of health and safety concerns through the joint management/worker participation process.
- 2.4 The Board recognizes that the staff and management share equally in the responsibility to perform all jobs properly and in accordance with the standards and procedures as defined in the *Occupational Health and Safety Act* and the Board's policies and procedures related to health and safety.
- 2.5 All Board staff must think and act in terms of their safety and the safety of others when carrying out their daily tasks in order to achieve the shared goal of a safe and healthful work environment.

**TERMS OF REFERENCE
FOR
THE STRUCTURE AND FUNCTION OF THE
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

AS AGREED BETWEEN

THE JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD

AND

THE EMPLOYEES [WORKERS]

OF

THE JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD

POLICY

The James Bay Lowlands Secondary School Board will establish an Occupational Health and Safety Committee in accordance with Section 8 of the *Occupational Health and Safety Act* and the attached Agreement [Appendix I].

GUIDELINES**1. Mandate**

1.1. The Occupational Health and Safety Committee has responsibility and authority to:

- 1.1.1. Identify situations that may be a source of danger or hazard to employees;
- 1.1.2. Provide recommendations to the Board and the employees for the improvement of the health and safety of employees;
- 1.1.3. Recommend to the Board and the employees the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of employees; and
- 1.1.4. Obtain information from the Board respecting the identification of:
 - 1.1.4.1. Potential or existing hazards of materials, processes or equipment; and
 - 1.1.4.2. Health and safety experience and work practices and standards in similar or other institutions of which the Board has knowledge.

2. Committee Membership

- 2.1. Workers and management shall have equal representation on the Occupational Health and Safety Committee.
- 2.2. Co-Chairs (one from Management and one from the Workers) shall be appointed by their respective groups.

3. Operation of the Committee

- 3.1. The operation of the Committee shall be in accordance with the "Guidelines for the Structure and Function of the Joint Occupational Health and Safety Committee" as outlined in the *Occupational Health and Safety Act*.
- 3.2. The procedures shall be as agreed upon by the Board and the participating employee representatives.

APPENDIX I**Joint Occupational Health and Safety Committee****1. Geographical Area**

- 1.1 It is agreed that this Joint Health and Safety Committee will cover all workplaces within the jurisdiction of the James Bay Lowlands Secondary School Board in Moosonee, ON.

2. Structure of Committee

- 2.1 The Joint Health and Safety Committee (referred to hereafter as the “Joint Committee”) shall consist of four members; two members selected by the employer and two members selected by the workers.
- 2.2 The Joint Committee shall meet on a regularly established schedule six times each year. The date of meetings will be set by the committee for the next calendar year.
- 2.3 There shall be two (2) co-chairpersons, one (1) selected by those representing the Board (employer), and one (1) selected by those members representing the workers.
- 2.4 Either co-chairperson may, with the consent and approval of his/her counterpart, invite additional person(s) to attend the meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.
- 2.5 The Joint Committee shall have a minimum of two certified members, one representing the workers and one representing management.

Certified members shall have the power and responsibilities as described by the *Occupational Health and Safety Act*.

3. Functions

- 3.1 The functions of the Joint Committee shall be:
- a. To identify, evaluate and recommend a resolution of all matters pertaining to health and safety in the workplace to the Secretary of the Board or designate;
 - b. To encourage adequate education and training programs, sufficient for all employees to be knowledgeable about the *Occupational Health and Safety Act*;
 - c. The Joint Committee will address matters related to all regulations, Designated Substances, Industrial Regulations, Regulation 833, *Ontario College of Teacher’s Act*, *Education Act*, *Occupational Health and Safety Act*, Critical Injury sections of the *Occupational Health and Safety Act* and the Workplace Hazardous Materials Information System (WHMIS) where applicable:
 - The identification of potential or existing hazards of material, processes or equipment;
 - Health and Safety experience and work practices and standards in similar workplace and school authorities of which the Board has knowledge;

- Review all safety related reports received by the Board with a commitment to protect employees from injury or occupational disease and work to prevent re-occurrences of such should they occur.
- d. To deal with any matter that the Committee deems appropriate.
 - e. To review all monthly inspection reports to insure items are addressed and outstanding items are dealt with by management. Monthly inspection report items requiring actions should designate responsibility for this action and a time frame for when this action should be completed. Monthly inspection reports should be posted on the Health and Safety bulletin board at each workplace.

Inspections

- 3.2 The worker member of the Committee will be responsible for the inspection of the physical condition of these workplaces and inspections on the following basis:

Secondary School – once a month

Board Office – once a month

Work Shop (located in Board Office Building) – once a month

The schedule of inspections will be determined by the Joint Committee and upon implementation be distributed to each Joint Committee member and worksite.

The worker member will notify the main office of the school when doing the inspection and where possible will be accompanied by an employer member of the committee designated to participate in the inspections or school principal.

- 3.3 All Health and safety concerns raised during the monthly physical inspection will be recorded on an appropriate workplace inspection form and signed by the member(s) performing the inspection. When possible, the form will be typed or printed for legibility. A copy of these audit forms will be posted on the Health and Safety bulletin board in the workplace and then be forwarded to the appropriate supervisor or principal and to the Secretary of the Board or designate, to the Health and Safety Officer and to both chairpersons of the Joint Committee who may request follow-up to the inspections of the workplace inspected posted in the workplace.

- 3.4 **Recommendations of the Joint Committee**

The Secretary of the Board or designate shall respond within 21 days with regard to written or minuted committee recommendations. The written responses shall indicate the employer's assessment of the committee recommendations and specify what actions will, or will not (with explanations) be implemented as a result of the recommendations. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

4. Minutes of Meetings

Co-Chairs will be selected at meetings to take minutes and be responsible for having the minutes typed, circulated, and filed and posted on the Health and Safety bulletin board in each workplace. Minutes of meetings will be reviewed, and edited where necessary, by the co-chairpersons, then signed and circulated to all committee members within four weeks of the meeting and a copy forwarded to the Secretary of the Board or designate before any broader circulation takes place. Agenda items will be identified by a reference number, and be readily available in a proper filing system. Names of Joint Committee members will not be used in the minutes except to record attendance.

5. Quorum

The Joint Committee shall have a quorum of two members present in order to conduct business. One co-chairperson must be present in order to conduct business. If a co-chairperson is absent, the other co-chairperson will chair the meeting. In the event an issue concerns a particular employee group and the chair for that meeting is a member of that same group then the chair for that meeting may defer to the other chair. The number of employer members shall not be greater than the number of worker members.

6. Payment for Attendance at Meetings

- 6.1 All time spent in attendance at Joint Committee meetings is to be considered as time at work and paid accordingly.
- 6.2 Joint Committee members shall be allowed one hour of preparation time for each committee meeting, or longer as the committee determines necessary.

7 Meeting Agenda

- 7.1 The co-chairperson representing the employer will develop an agenda using the following headings: Call to Order; Approval of Agenda; Selection of Co-Chairs; Approval of Minutes; Business Arising from Minutes; Staff Concerns; Other Business; Date and Time of Next Meeting and Adjournment. The agenda is based on the format agreed to by the committee.
- 7.2 The Joint Committee may accept any item as proper for discussion and resolution pertaining to health and safety except to amend, alter, subtract from or add to, any terms of any Collective Bargaining Agreement. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than voting. Consensus means that each committee member is prepared to support a compromise position – even though it may not be their first choice – in order to reach an agreement that the whole committee will support. Formal motions will not be used.
- 7.3 All items that are resolved or not will be reported in the minutes. Unresolved items will be minuted and placed on the agenda for the next meeting.
- 7.4 If unresolved after two (2) meetings, within five (5) days of the Health and Safety meeting or other time agreed to by the co-chairpersons, a meeting will be held with the Secretary of the Board or designate, union representative, and the two (2) co-chairpersons of the Health and Safety Committee to try to resolve the issue with a response back to the Joint Health and Safety Committee by the next meeting.

7.5 Where an item raises policy issues, it shall be referred to the appropriate authorities for consideration and written reports filed with the committee.

8 General

8.1 The names of Joint Committee members, indicating the co-chairpersons, will be posted on the Health and Safety bulletin board in the school and board office and a copy forwarded to the Board and to the Regional Manager Industrial Health and Safety Branch, Ministry of Labour. The names and work locations of all committee members shall be posted in accordance with Section 9, Subsection 32 of the Act.

8.2 All employees will be required to discuss their Health and Safety concerns with their immediate supervisor before bringing it to the Joint Health and Safety Committee member and/or Health and Safety Officer. The Health and Safety Officer will thoroughly investigate all complaints to get the facts and bring these to the attention of the Joint Health and Safety Committee. The committee will review the facts and determine a resolution to the problem. All problem resolutions will be reported in the minutes.

8.3 Committee members and representatives are responsible for maintaining rules of confidentiality except where disclosure of information is specifically required by the Act or another law.

8.4 Any amendments, deletions or additions to these guidelines must have the consensus of the total Joint Committee and be forwarded to the Secretary of the Board and the presidents of the respective unions or associations for comment and shall be set out in writing and attached as an appendix to these Guidelines. These Guidelines will be reviewed at least once every three years or as needed.

8.5 Please note: These Guidelines provide a framework for an effective functioning Joint Health and Safety Committee. References can be to the **Occupational Health and Safety Act** and its guidebook.

Signed at Moosonee, ON on this _____ day of _____, _____

Joint Committee Members:

Appointed by the Board:

Appointed by the Workers:

Advisor—Ministry of Labour

REFERENCE DOCUMENTS***Legal:***

Occupational Health and Safety Act 1990

Regulations for Industrial Establishments

Toxic Substances Control Act

Ontario Building Code

Fire Protection and Prevention Act

Ontario Regulation 213/07 Fire Code, subsection 2.8 “Emergency Planning”

Education Act, Section 170 Duties of Boards: Repair Property

Education Act, Section 265 Duties of Principal: Cooperation among the Staff

Education Act: Section 265 Duties of Principal: Care of Property

Education Act, Section 286 Duties of Supervisory Officers: Supervise Use and Maintenance of Property

Ontario Regulation 298—Operation of Schools, Section 11: Duties of Principals: Inspect School Premises

Board References:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-15 Accessibility Standards

Board Policy GOV-23 Emergency Response Plans

Administrative Procedure 140 Temporary Closing of the School

Administrative Procedure 141 School Fire Safety Plan

Administrative Procedure 144 Bomb Threat

Administrative Procedure 145 Emergency Lockdown

Administrative Procedure 385 Violence-Free School

Administrative Procedure 386 Student Assault on Staff/Volunteers

The School Code of Conduct