

Procedure Title	Joint Health and Safety Committees		
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Revision Dates	May 22, 2019; March 25, 2020; August 26, 2020; July 13, 2021; June 29, 2022; August 31, 2022	Related Forms	AF 3811, AF 3812, AF 3813, AF 3804
Review Date		Originator	Administrative Council
References			
Occupational Health and Safety Act and applicable Regulations; AP 3801-D Occupational Health and Safety Program; AP 3852-D Accident Investigation-Critical and WSIB Reportable Injuries; AP 3850-D Asbestos; AP 3858-D Workplace Hazardous Materials Information System (WHMIS); BP 7523-D Workplace Violence; AP 7523-D Prevention and Resolution of Harassment, Discrimination, Objectable Behaviour and Human Rights Violations; AP 7525-D Work Refusal			

1.0 RATIONALE

- 1.1 Joint Health and Safety Committees (JHSC) are a requirement under the Ontario Occupational Health and Safety Act (OHSA) and are an integral part of an effective Internal Responsibility System (IRS).
- 1.2 Bluewater District School Board (BWDSB) shall implement JHSCs in accordance with the OHSA. Each JHSC will represent both workers and the employer. Members of the committee will jointly assist in preventing and eliminating workplace hazards and contribute to the overall goal of continuous improvement of the Health and Safety program.
- 1.3 The board's JHSC procedures are established in accordance with section nine (9) of the Occupational Health and Safety Act (OHSA).
- 1.4 The following procedure applies to all BWDSB worksites and all workplace parties.

2.0 TERMS AND DEFINITIONS

Critical Injury

OHSA Regulation 834 – “Critical Injury” - means an injury of a serious nature that:

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

Certified Member

In order to be certified, a JHSC member must complete Part 1 - Basic Certification training and Part 2 - Workplace-Specific Hazard training offered by a qualified organization as determined by Ministry of Labour (MOL) Chief Prevention Officer.

Internal Responsibility System (IRS)

A system in an organization where everyone has a direct responsibility for health and safety as an essential part of their job. The IRS puts in place a worker-employer partnership that is required to work together and make improvements on an ongoing basis to ensure a safe and healthy workplace.

Joint Health and Safety Committee (JHSC)

Site-based Health and Safety committee established according to the OHSA

Occupational Illness

A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.

Worker

Under the Occupational Health and Safety Act (OHSA), a “worker” is any of the following:

- a) A person who performs work or supplies services for monetary compensation.
- b) A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- c) A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- d) A person who receives training from an employer, but who, under the Employment Standards Act, 2000 (ESA), is not an employee for the purposes of that act because the conditions set out in subsection 1 (2) of that act have been met.
- e) Other persons who work or provide services to an employer for no money, who may be prescribed by regulation. (At this time, no such persons have been prescribed as a “worker” under the OHSA).

3.0 ROLES AND RESPONSIBILITIES

- 3.1 All workplace parties (e.g., employer, supervisor, workers, trade union(s)) are required to support the JHSC in carrying out their legislated responsibilities.
- 3.2 The employer shall ensure the establishment of the JHSC and comply with legislated responsibilities when working with a JHSC including provision of:
 - i. information regarding the identification of potential or existing hazards involving materials, processes or equipment.
 - ii. information about health and safety standards and work practices in other school boards or similar industries of which the employer has knowledge.
 - iii. a copy of all orders or reports issued to the employer by an inspector of the Ministry of Labour (MOL).
 - iv. the opportunity to accompany a MOL inspector on the physical inspection of the workplace.
 - v. information and assistance the committee requires for the purposes of inspecting the workplace.
 - vi. the results of an assessment or reassessment of the risks of workplace violence.
 - vii. any other specific information where prescribed.
- 3.3 Principal/Supervisor shall ensure:
 - i. a workplace inspection is conducted by the worker member every month.
 - ii. appropriate time necessary is provided for the worker member to conduct a monthly inspection.

- iii. inspection report findings are reviewed and addressed.
 - iv. form AF 3804 “Annual Health, Safety, and Emergency Documentation” is completed by the end of September each school year (and updated as required) and:
 - a. posted on the worksite health and safety bulletin board; and
 - b. a copy sent to the Health and Safety Department.
 - v. the current and previous month’s inspection forms are posted on the Health and Safety Notice Board and sent to the Health and Safety Officer and the JHSC Worker member within seven (7) business days.
 - vi. the worker member is present at the beginning of testing conducted in or about the workplace if the representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid (OHSA S.9(18)(f)).
 - vii. the worker member is notified of critical injuries and occupational illnesses.
- 3.4 Joint Health and Safety Committees shall:
- i. recognize, assess and control actual and potential hazards in the workplace.
 - ii. obtain information from the employer relating to health and safety in the workplace.
 - iii. inspect the workplace on a regular (monthly) basis (certified member if possible) using administrative form AF 3811 “Joint Health and Safety Committee Workplace Inspection Report”. Appendix B ‘Inspection Checklist’ can be used to guide workplace inspections.
 - iv. be consulted with and have a member representing workers present at the beginning of any health and safety-related testing in the workplace.
 - v. recommend health and safety improvements in the workplace.
 - vi. receive worker concerns, complaints, and recommendations.
 - vii. investigate fatalities or critical injuries.
 - viii. be present in the investigations following a work refusal.
- 3.5 Workers are encouraged to actively participate in the workplace health and safety program through their JHSC members.

4.0 PROCEDURE

4.1 Establishment of a Joint Health and Safety Committee (JHSC)

Bluewater District School Board will establish a JHSC based on the following minimum criteria:

- i. Workplaces with 20-49 workers will have at least two (2) JHSC members.
- ii. Workplaces with 50 or more workers will have at least four (4) JHSC members.
- iii. At least half the JHSC members must be worker members, (workers who do not exercise managerial functions) who are selected by the workers. In a unionized workplace, the worker members must be chosen by the trade union(s).
- iv. The employer chooses the remaining members from persons in the workplace who exercise managerial functions.
- v. Workers on the JHSC will decide who will become the certified worker member(s) and also the worker co-chair. The same process will be used to replace certified worker members or the worker co-chair.
- vi. Management will decide on who will become the certified management member(s) and also the management co-chair. The same process will be used to replace certified management members or the management co-chair.

*The requirements listed in Section 4.1 are the minimum requirements for a committee. There is no maximum number of members on a JHSC. However, there must be a greater number of worker members than there are management members.

4.2 Training

At least two (2) members of the JHSC (one (1) representing workers and one (1) representing management) shall be certified by a recognized provider in accordance with the MOL Chief Prevention Officer and OHSAA.

4.3 Joint Health and Safety Committee (JHSC) Functioning

- i. JHSC meetings shall occur quarterly in September, December, March, and June in each school year. More frequent meetings may occur, or be deemed necessary, by the JHSC.
- ii. The certified co-chairs of the JHSC shall alternate the chairing of each meeting.
- iii. The JHSC member(s) shall forward any items they wish to discuss to the co-chair one (1) week prior to the meeting, whenever possible, to be included on the agenda.
- iv. JHSC worker members are entitled to one (1) hour to prepare for the committee meeting.
- v. Agendas for meetings shall be prepared by the co-chairs and should be distributed in advance of the meeting (using the approved template).
- vi. If any of the following reports are received, they will be brought forward to the meeting:
 - a) worker health and safety concern(s)
 - b) critical injuries
 - c) occupational illness
 - d) work refusal
 - e) MOL reports
- vii. Minutes of meeting shall be prepared using the approved template and should be signed by the co-chairs and posted in the workplace within one (1) week of the meeting.

4.4 Joint Health and Safety Committee (JHSC) Recommendations

- i. Written recommendations from the JHSC to the employer will be created using AF 3812 "Joint Health and Safety Committee Notice of Recommendation" when a source of danger or hazard is identified and requires senior management support to correct the situation.
- ii. Recommendations must be followed by a written response from the employer to the JHSC within 21 calendar days.
- iii. If the recommendations are accepted, a timetable for action must be outlined and provided to the JHSC.
- iv. If the employer decides against acting on all or some of the JHSC recommendations, reasons must be given in writing. (Refer to AF 3812 "Joint Health and Safety Committee Notice of Recommendation").

APPENDIX A
INSPECTION CHECKLIST

Location: _____ **Date:** _____

Please use this checklist as a reference guide and learning tool. Although it is not mandatory to complete, the checklist will assist in conducting a thorough workplace inspection.

HEALTH AND SAFETY BOARD – POSTED ITEMS	Y	N	N/A	Comments
Occupational Health and Safety Act (green book)				
Current year's Occupational Health and Safety Program (AP3801-D)				
Current year's Workplace Violence policy (BP7523-D)				
Workplace Safety and Insurance Board's poster <i>In Case of Injury at Work</i>				
Ministry of Labour's poster <i>Health and Safety at Work</i>				
Annual Health, Safety, and Emergency Prep Documentation (AF 3804)				
Monthly JHSC workplace inspection reports				
Ministry of Labour orders/reports (if received)				
Current certificates of certified first aiders				
Worker concern flow chart (AP 3801-D Appendix A)				
Worker Health and Safety Concern Form (AF 3813)				
Recommended: Power Outage (AP 3310-D)				
MAIN OFFICE and FIRST AID				
Visitor sign-in book and visitor badges readily available				
Asbestos inventory binder accessible – with current year's report				
Design and office layout effective for limiting the potential of workplace violence incidents				
First Aid kit inspected and up to date (quarterly)				
Automated External Defibrillator (AED) inspected (monthly)				
EXITS and HALLWAYS	Y	N	N/A	Comments
Exit doors are opening and closing properly				
Exit doors are unobstructed				
Floors are dry and unobstructed				
CLASSROOMS	Y	N	N/A	Comments
Emergency exit directional signs are posted (yellow signs)				
Emergency folders are posted				
Emergency sensors are unobstructed (sprinkler heads, fire alarm)				
Clear path to exits				
Extension cords are: ● used for temporary purposes only				
● not "daisy chained" together				
All electrical cords are in good condition, with ground pin intact				
All decorative/task lighting has LED bulbs (there are no floor lamps)				
Electrical outlets are secure, with no visible signs of damage				
Rooms are uncluttered with good housekeeping				
No items are overhanging shelves and heavy items are not stored overhead				
Nothing is hanging from the ceiling				
All furniture has a wipeable surface for sanitizing				
All items brought from home have been approved				
Personal protective equipment is being worn, when and as required				
Animal care directions are posted, if applicable				

Bluewater District School Board

ADMINISTRATIVE PROCEDURE

Property, Equipment and Supplies

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MECHANICAL/ELECTRICAL ROOMS	Y	N	N/A	Comments
Area in front of electrical panels is clear (at least 1 metre clearance)				
There is no storage of combustible material				
Good housekeeping is maintained				
Doors are always kept closed				
GYMNASIUM	Y	N	N/A	Comments
Equipment storage rooms are in good order (floor clear, vertical standards stored securely, etc.)				
Light covers are secured				
Retractable seating is operating properly, if applicable				
Gym floors are clean, free from obstructions and slip hazards				
Floor sockets for net posts are secure				
STORAGE ROOMS	Y	N	N/A	Comments
No items are overhanging shelves and heavy items are not stored overhead				
Good housekeeping is maintained				
A stepladder is available for use				
PLAYGROUND and OUTDOOR AREAS	Y	N	N/A	Comments
Exterior lighting is present and working				
Walking surfaces are free from obstructions and slip hazards				
Appropriate signage is present (crosswalks between parking lots etc.)				
INFECTION PREVENTION and CONTROL	Y	N	N/A	Comments
Sufficient amounts of soap, water, and hand drying units and/or paper towels are provided in all washrooms, classrooms and meeting rooms that have sinks				
Sufficient amounts of hand sanitizer (at least 60% alcohol-based) is provided in classrooms and meeting rooms without sinks				
Waste receptacles are supplied in all washrooms, meeting rooms, staff work rooms/kitchens				
Cleaning products are properly labeled and stored				
All staff, including itinerant staff, have access to disinfecting supplies				
Appropriate PPE is available for the job tasks/work area				
Instruction on how to properly put on (donning) and take off (doffing) PPE is provided – please review training videos on eBASE				
The HVAC system is checked regularly to ensure it is operational				
The HVAC filters are replaced at regular intervals				
HEPA units are in every occupied kindergarten class, in all occupied learning spaces without mechanical ventilation, and in mechanically ventilated learning spaces without MERV-13 level filters				
MISCELLANEOUS	Y	N	N/A	Comments
All ladders and step stools are either CSA grade 1 and in good condition (NO household stepladders or step stools)				
All eyewash stations are inspected weekly and are in good working order				
All fire extinguishers are present and inspected monthly (tags are signed)				

If you have any questions regarding the above, please contact the Health and Safety Officer, by email, or by phone, at 519-363-2014 x 2080.