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| Title: JOINT HEALTH & SAFETY COMMITTEE | Date of Issue: September 2017 |
| Approved by: Kasey Janzen- President | Review / Revise Date: June 2016, Sept. 2017 |
| Location: Safety bulletin board in back shop, online (website) | |

**PURPOSE:**

To ensure that all employees at Castle Plumbing & Heating Inc. have knowledge and awareness of the Joint Health and Safety Committee (JHSC) and the JHSC activities that support the Internal Responsibility System.

**LEGISLATION:**

OHSA S.9

(2) A joint health and safety [committee](javascript:TextPopup(this)) A joint health and safety committee established under this Act is required,

(a) at a workplace at which twenty or more workers are regularly employed;

(b) at a workplace with respect to which an order to an employer is in effect under section 33; or

(c) at a workplace, other than a [construction](javascript:TextPopup(this)) Includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine project where fewer than twenty workers are regularly employed, with respect to which a regulation concerning designated substances applies. R.S.O. 1990, c. O.1, s. 9 (2).

Same

[(6)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s6)A committee shall consist of,

(a) at least two persons, for a workplace where fewer than fifty workers are regularly employed; or

(b) at least four persons or such greater number of people as may be prescribed, for a workplace where fifty or more workers are regularly employed. R.S.O. 1990, c. O.1, s. 9 (6).

Idem

[(7)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s7)At least half the members of a committee shall be workers employed at the workplace who do not exercise managerial functions. R.S.O. 1990, c. O.1, s. 9 (7).

Selection of members

[(8)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s8)The members of a committee who represent workers shall be selected by the workers they are to represent or, if a trade union or unions represent the workers, by the trade union or unions. R.S.O. 1990, c. O.1, s. 9 (8).

Certification requirement

[(12)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s12)Unless otherwise prescribed, a constructor or employer shall ensure that at least one member of the committee representing the constructor or employer and at least one member representing workers are certified members. R.S.O. 1990, c. O.1, s. 9 (12).

Idem

[(13)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s13)Subsection (12) does not apply with respect to a project where fewer than fifty workers are regularly employed or that is expected to last less than three months. R.S.O. 1990, c. O.1, s. 9 (13).

Powers of committee

[(18)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s18)It is the function of a committee and it has power to,

(a) identify situations that may be a source of danger or hazard to workers;

(b) make recommendations to the constructor or employer and the workers for the improvement of the health and safety of workers;

(c) recommend to the constructor or employer and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers;

(d) obtain information from the constructor or employer respecting,

(i) the identification of potential or existing hazards of materials, processes or equipment, and

(ii) health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge;

(e) obtain information from the constructor or employer concerning 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; and

(f) be consulted about, and have a designated member representing workers be present at the beginning of, testing referred to in clause (e) 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. R.S.O. 1990, c. O.1, s. 9 (18).

Powers of co-chairs

[(19.1)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s19p1)  If the committee has failed to reach consensus about making recommendations under subsection (18) after attempting in good faith to do so, either co-chair of the committee has the power to make written recommendations to the constructor or employer. 2011, c. 11, s. 7 (1).

Response to recommendations

[(20)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s20)A constructor or employer who receives written recommendations from a committee or co-chair shall respond in writing within twenty-one days. R.S.O. 1990, c. O.1, s. 9 (20); 2011, c. 11, s. 7 (2).

Idem

[(21)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s21)A response of a constructor or employer under subsection (20) shall contain a timetable for implementing the recommendations the constructor or employer agrees with and give reasons why the constructor or employer disagrees with any recommendations that the constructor or employer does not accept. R.S.O. 1990, c. O.1, s. 9 (21).

Minutes of proceedings

[(22)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s22)A committee shall maintain and keep minutes of its proceedings and make the same available for examination and review by an inspector. R.S.O. 1990, c. O.1, s. 9 (22).

Inspections

[(23)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s23)Subject to subsection (24), the members of a committee who represent workers shall designate a member representing workers to inspect the physical condition of the workplace. R.S.O. 1990, c. O.1, s. 9 (23).

Idem

[(25)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s25)The members of a committee are not required to designate the same member to perform all inspections or to perform all of a particular inspection. R.S.O. 1990, c. O.1, s. 9 (25).

Idem

[(26)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s26)Unless otherwise required by the regulations or by an order by an inspector, a member designated under subsection (23) shall inspect the physical condition of the workplace at least once a month. R.S.O. 1990, c. O.1, s. 9 (26).

Idem

[(27)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s27)If it is not practical to inspect the workplace at least once a month, the member designated under subsection (23) shall inspect the physical condition of the workplace at least once a year, inspecting at least a part of the workplace in each month. R.S.O. 1990, c. O.1, s. 9 (27).

Schedule of inspections

[(28)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s28)The inspection required by subsection (27) shall be undertaken in accordance with a schedule established by the committee. R.S.O. 1990, c. O.1, s. 9 (28).

Inspections

[(29)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s29)The constructor, employer and the workers shall provide a member designated under subsection (23) with such information and assistance as the member may require for the purpose of carrying out an inspection of the workplace. R.S.O. 1990, c. O.1, s. 9 (29).

Information reported to the committee

[(30)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s30)The member shall inform the committee of situations that may be a source of danger or hazard to workers and the committee shall consider such information within a reasonable period of time. R.S.O. 1990, c. O.1, s. 9 (30).

Idem

[(31)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s31)The members of a committee who represent workers shall designate one or more such members to investigate cases where a worker is killed or critically injured at a workplace from any cause and one of those members may, subject to subsection 51 (2), inspect the place where the accident occurred and any machine, device or thing, and shall report his or her findings to a Director and to the committee. R.S.O. 1990, c. O.1, s. 9 (31).

Posting of names and work locations

[(32)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s32)A constructor or an employer required to establish a committee under this section shall post and keep posted at the workplace the names and work locations of the committee members in a conspicuous place or places where they are most likely to come to the attention of the workers. R.S.O. 1990, c. O.1, s. 9 (32).

Meetings

[(33)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s33)A committee shall meet at least once every three months at the workplace and may be required to meet by order of the Minister. R.S.O. 1990, c. O.1, s. 9 (33).

Entitlement to time from work

[(34)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s34)A member of a committee is entitled to,

(a) one hour or such longer period of time as the committee determines is necessary to prepare for each committee meeting;

(b) such time as is necessary to attend meetings of the committee; and

(c) such time as is necessary to carry out the member’s duties under subsections (26), (27) and (31). R.S.O. 1990, c. O.1, s. 9 (34).

Entitlement to be paid

[(35)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s35)A member of a committee shall be deemed to be at work during the times described in subsection (34) and the member’s employer shall pay the member for those times at the member’s regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 9 (35).

Idem

[(36)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s9s36)A member of a committee shall be deemed to be at work while the member is fulfilling the requirements for becoming a certified member and the member’s employer shall pay the member for the time spent at the member’s regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 9 (36); 1998, c. 8, s. 50 (1); 2011, c. 11, s. 7 (3).

Consultation on industrial hygiene testing

[11.  (1)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm" \l "s11s1)The constructor or employer at a workplace shall consult a health and safety representative or the committee with respect to proposed testing strategies for investigating industrial hygiene at the workplace.

Information

[(2)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s11s2)The constructor or employer shall provide information to a health and safety representative or the committee concerning testing strategies to be used to investigate industrial hygiene at the workplace.

Attendance at testing

[(3)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s11s3)A health and safety representative or a designated committee member representing workers at a workplace is entitled to be present at the beginning of testing conducted with respect to industrial hygiene at the workplace if the representative or 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.

Designation of member

[(4)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s11s4)The committee members representing workers shall designate one of them for the purpose of subsection (3). R.S.O. 1990, c. O.1, s. 11.

Summary to be furnished

[12.  (1)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm" \l "s12s1)For workplaces to which the insurance plan established under the Workplace Safety and Insurance Act, 1997 applies, the Workplace Safety and Insurance Board, upon the request of an employer, a worker, committee, health and safety representative or trade union, shall send to the employer, and to the worker, committee, health and safety representative or trade union requesting the information an annual summary of data relating to the employer in respect of the number of work accident fatalities, the number of lost work day cases, the number of lost work days, the number of non-fatal cases that required medical aid without lost work days, the incidence of occupational illnesses, the number of occupational injuries, and such other data as the Board may consider necessary or advisable. R.S.O. 1990, c. O.1, s. 12 (1); 1997, c. 16, s. 2 (4).

Posting of copy of summary

[(2)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s12s2)Upon receipt of the annual summary, the employer shall cause a copy thereof to be posted in a conspicuous place or places at the workplace where it is most likely to come to the attention of the workers.

**SCOPE:**

Owner Estimator Visitors Employees

Workers Office Manager H & S Coordinator Supervisors

President Sub Contractors Managers Service Technician

Apprentices Journeymen

**DEFINITION:**

JHSC = Joint Health and Safety Committee

**POLICY:**

This Policy refers to the legislated requirements of a JHSC and the role that the JHSC performs at Castle Plumbing & Heating Inc.

In order to protect the employer and the worker, Joint Health and Safety Committees (JHSC) are developed. Health and Safety Representatives (H & S Rep) are the individuals who participate on the JHSC. These parties act as intermediaries for the worker and the employer in dangerous or hazardous situations.

The JHSC has specific duties to perform. At the very least they consist of:

* Identifying workplace hazards
* Obtaining information from the employer
* Inspecting workplace on regular basis
* Being consulted about workplace testing
* Making recommendations to the employer
* Investigating work refusals
* Investigating critical injuries or fatalities
* Obtaining information from the WSIB
* Recommending areas of H & S improvement

**JOINT HEALTH AND SAFETY COMMITTEE:**

**Required:**

* 20 or more workers regularly employed

*A joint health and safety committee established under this*

**Composition of Committee:**

* 2 people for workplace with fewer than 49 workers regularly employed
* 4 people for workplaces with 50 or more workers regularly employed – of which 2 members must be Certified
* Half of the committee shall be workers who do NOT exercise managerial functions
* Areas for JHSC – management/office (Jesse), shop (Mark), field/job site (Cory).

**Selection of members:**

* Management cannot vote for the worker reps.
* Workers’ Representative (Rep) must be selected by workers
* Worker Rep must not perform any managerial functions
* Reps were selected by Public Services Health & Safety Association & employees.
* Each year a meeting is held to give others the opportunity to come forward and volunteer.
* If nobody volunteers the duties are reassigned to the current members.
* If a member is lost and a new one needs to be appointed a vote will be held by form of ballot to select the new member(s).

**A new election will be held if:**

* + H & S Rep resigns from the position
  + Leaves the workplace for more than one month.
  + Workers are unhappy with the current H & S Rep’s performance and request the election of a new representative

**Notification of results:**

* Results of the election will be posted on the safety board by the week after election or will be provided via payroll insert.

**Requirement for committee membership:**

* Must be currently employed by Castle Plumbing & Heating Inc. in order to participate on the committee
* Must be employed for a minimum of 1 year and have completed all probationary periods

**Committee to be Co-chaired:**

* By one Worker Representative and one Management Representative

**Co-chair responsibilities:**

* Ensure that all meetings are started on time and kept on topic
* All issues are brought to a conclusion in a timely manner
* Ensure that all members have an opportunity to contribute to the meeting
* Co-chairs will rotate in leadership responsibilities
* Co-chair will follow up with the president (Kasey Janzen) on recommendations and other issues arising out of the Minutes and reports
* Either Co-Chair can put forward recommendations to the president (Kasey Janzen)

**Certification requirement:**

* Castle Plumbing & Heating Inc. will have one Worker and one Management Representative certified at all times
* A card will be issued by the MOL Prevention indicating valid Certification
* For those certified prior to April 1, 2012 under the WSIA, they are deemed to be certified by the MOL Prevention
* If Castle Plumbing & Heating Inc. does not have a Certified member, then those who elected the worker representative must select someone to become Certified (see above for election) within 4 weeks of learning that the certified member is no longer employed with Castle Plumbing & Heating Inc.
* The president (Kasey Janzen) will also ensure that a Certified Management Rep is always available

**Replacement of certified member – Vacation and absence coverage:**

* If the Certified member leaves, then another member must be elected immediately and trained as quickly as possible
* Both Certified Reps (or any non-certified Reps who serve on your JHSC) will schedule vacation at different times so that coverage is always available

*An inspector appointed for the purposes of this Act and includes a Dire* **Posting of names and work locations:**

* The names of the committee members will be posted:
  + On the safety bulletin board in the back shop
  + Within a week of the members appointment
  + BY the health & safety coordinator (Becka Janzen)

**Entitlement to time from work:**

* Committee members are entitled by law to:
  + Minimum 1 hour preparation time – reading prior Minutes
  + Time to attend Meetings
  + Time to perform duties

**Entitlement to be paid:**

* Committee work is deemed to be ‘regular work’
* Regular or premium rates are applied (i.e.: if attending the meeting means that the worker is in an overtime situation, then the worker must be paid overtime rate for the time spent at the meeting)
* JHSC members are to be paid for:
  + Workplace inspections
  + Investigating incidents
  + Preparing and attending JHSC meetings
  + Training for Certification
  + Any other duties required of them by Castle Plumbing & Heating Inc.

**Term:**

* Minimum of one year

**Powers and Duties of Committee:**

The committee has been given the power and duties to perform the following functions:

* Identify existing and potential hazards via workplace inspections
* Inform workers of the above hazards via Safety Talks or on an individual basis
* Set Agendas and provide Minutes of committee meetings
* Make recommendations to Castle Plumbing & Heating Inc. for improvement of health & safety of workers using the “JHSC recommendations to management” Form
* Review accident / incident and near miss reports
* Participate as members of the H & S Team
* Participate in establishing, maintaining and monitoring the H & S Program
* Acquire information from Castle Plumbing & Heating Inc. regarding:
  + Identification of existing or potential hazards of materials, processes or equipment
  + Experience, Policies, Procedures and industry standards
  + Obtain information from Castle Plumbing & Heating Inc. concerning 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
  + Be consulted about and present during the testing from beginning
* Member of JHSC should be present at the investigation of a work refusal
* Participate in establishing, maintaining and monitoring the H & S Program
* Be familiar with the current Occupational Health and Safety Act and Regulations for Construction Projects
* Represent the health and safety concerns of the entire workplace (office, shop)
* Act as advisory body to help create awareness of safety issues at Castle Plumbing & Heating Inc.
* Follow-up on all recommendations
* Shall conduct all accident investigations
* Review all first aid reports
* Will treat all personal information as confidential
* Employers are required to consult with JHSC in assessments of likely worker exposures to designated substances in the workplace, and are entitled to make recommendations in respect of assessments.

Work Refusal:

* H & S Rep must be present and can assist during an investigation of a work refusal
* If issue is not resolved, then the H & S Rep must notify MOL

Investigations:

* Has the right to inspect the scene where the injury occurred and any machine, equipment, substance, etc., that may be connected with the event
* Findings must be reported in writing to a director of the Ministry of Labour (see Incident Investigation)
* JHSC has power to evaluate the situation and recommend actions to prevent a similar incident in the future.
* Will investigate any incident where a person is critically injured or killed
* Will inspect all machinery, devices or items (without disturbing the scene) and the place where the incident occurred
* JHSC has the power to evaluate the situation and make recommendations to prevent a recurrence (See Incident Investigation Policy)
* Meet with H & S Team to develop methods to decrease incidents (NON LTIs)

Ministry of Labour Inspector visits:

* JHSC member must be offered a chance to accompany the inspector on all inspections and investigations
* Should receive a copy of Orders

Worker Reporting Hazard or Contravention of OHSA or Regs:

* Must report hazard or contravention of OHSA to Jesse Roy
* If the matter is not resolved, then the JHSC must become involved
* The JHSC must:
* Meet with Kasey Janzen to resolve problem and notify worker once a decision or recommendation is made
* If Kasey Janzen and JHSC member can’t resolve to level where worker is satisfied, then MOL should be contacted by Jesse Roy or worker

Workplace Testing:

If Castle Plumbing & Heating Inc. intends to do testing related to workplace health and safety, the JHSC has a right to be consulted and present before and at the beginning of testing

Senior Management must:

* Share with JHSC any information they have regarding hazardous materials, processes or equipment
* Share any knowledge of health and safety practices, tests and standards in the industry
* Report lost-time injuries caused by accident, explosion or fire at the workplace, and must report any occupational illnesses of which they have knowledge
* Under regulations for designated substances, employer must provide JHSC with a copy of assessment and control-program reports
* JHSC should receive reports from physician examining health of workers who are under a medical surveillance program required by each regulation. Employer must provide JHSC with results of tests on both airborne concentrations of the substance and worker exposure to it.

Inspections:

* A Worker Rep must conduct an Inspection
* It is preferred that the Worker Rep is certified
* The results of the Inspection must be posted on the safety bulletin board by H & S coordinator (Becka Janzen)
* If possible, observations will take place and be documented
* JHSC members will use the “Workplace Inspection” Form to record findings

Request Information from the Workplace Safety and Insurance Board (WSIB):

* Any member of the JHSC is entitled to request the annual summary of data relating to the employer in respect of the number of work accident fatalities, the number of lost workday cases, the number of lost workdays, the number of non-fatal cases that required medical aid without lost workdays, the incidence of occupational illnesses, the number of occupational injuries, and such other data.
* WSIB is aware that this information may be requested from a JHSC member
* The information may include:
  + Number of work-related fatalities
  + Number of LTIs
  + Number of work days lost
  + Number of injuries requiring medical but no lost days
  + Incidence of occupational illness
  + Number of occupational injuries
* This report must be posted by H & S coordinator (Becka Janzen) on the Safety Bulletin Board upon receipt

Review / updates to health and safety program:

* Castle Plumbing & Heating Inc. Health and Safety Program will be reviewed once a year in collaboration with the JHSC and Senior Management.
* Review of Safety Group policies

**MEETINGS:**

* A quorum will be established to ensure appropriate representation at meetings
* The JHSC will meet a minimum of every three months ( 4 times a year)
* Meeting dates will be established at the close of every committee meeting or at the beginning of each calendar year
* If the Meetings need to be postponed, then both Co-chairs will re-schedule the Meeting within 2 weeks
* More Meetings may be held if major issues occur (i.e.: accident)

**Agenda / Minutes:**

Should have the following as standing items:

* Introduction
* Review of previous meeting Minutes
* Outstanding old business
* Reports on recommendations completed or in progress
* Training activities completed or in progress
* Review of Near Misses / new hazards
* Review of Workplace Inspections
* Review of Incidents / First Aid Reports since last meeting
* Review of Safety Talks
* Review of Safety Group topics
* Planned or proposed policy or procedural change or amendment
* Review of reports or memos
* MOL Orders
* New business

**Minutes of proceedings:**

* Health & Safety Coordinator (Becka Janzen) will keep Minutes of meetings for 7 years
* Minutes should be written by one of the Co-Chairs or designate within one week of meeting
* Minutes will be reviewed at the next scheduled Safety Meeting
* Minutes will be posted by H & S coordinator (Becka Janzen) 1 week after the meeting on the Safety Bulletin Board.

**Minutes should reflect:**

* Date
* Time
* Location
* Present – use names
* Regrets – use names
* Agenda items
* Notation for each Agenda item:
  + Action required – yes / no
  + Responsibility
  + Sign off when complete
  + Date when complete
  + Identify title not name
* Sign off by both Co-Chairs

**Information reported to the committee:**

* Any worker shall inform the committee of situations that may be a source of danger or hazard to workers and the committee shall consider such information within a reasonable period of time based upon the level of threat that the hazard poses.
* In the situation of a critical injury or fatality, the JHSC will all participate in the investigation and assist in writing the report for the MOL

**Recommendations to Management:**

* Form must be completed by JHSC
* Either Co-chair has the power to put forth Recommendations to President
* Both Co-chairs do not have to agree on the submission but an explanation should be provided as to the reason for the opposing views
* If there are opposing views, then a written summary will indicate:
  + position of the members who supported the recommendations.
  + position of the members of the committee who did not support the recommendations.
  + Information about how the committee attempted to reach consensus.

**Response to recommendations:**

* As per law, Castle Plumbing & Heating Inc. will respond in writing to committee recommendations within 21 days
* The response will contain a timetable for implementation of recommendations that Castle Plumbing & Heating Inc. agrees with and reasons for those that they do not agree with

**Employer obligations:**

* Provide information on H & S related testing
* Provide information on actual and potential hazards in the workplace
* Share knowledge of H & S practices, tests, industry standards
* Share H & S reports
* Notify the JHSC with critical injuries and fatalities
* Notify the JHSC of lost time injuries caused by accident, explosion, fire, incident of workplace violence, report any occupational illnesses
* Provide copies of MOL orders or reports
* Provide information and assistance to the JHSC for purposes of workplace inspections
* Advise the JHSC of results of assessment of risks of workplace violence
* Consultation on industrial hygiene testing:
  + JHSC to be consulted with respect to proposed testing strategies for investigating industrial hygiene at the workplace.
  + JHSC to be provided with information concerning testing strategies used to investigate industrial hygiene at the workplace
* It is an offence for an employer to knowingly hinder or interfere with, or to give false information to a H & S Rep who is in the process of performing their duties under the Act.

Assistance from other Workers:

* Workers are expected to provide information and assistance as may be required by the JHSC conducting an inspection or investigation
* A worker must not interfere or knowingly provide the JHSC with false information

**Dispute resolution:**

* When disputes occur, and if the JHSC and Castle Plumbing & Heating Inc. cannot reach a conclusion that is satisfactory to both parties, the Ministry of Labour will be consulted

**NOTE:**

There are several Forms that will help the JHSC members to complete their duties and responsibilities. These Forms have been developed by IHSA, MOL and the WSIB.

Jesse Roy will review the Forms with JHSC members to ensure that they know how to complete the Forms appropriately.

**CONFIDENTIALITY:**

The JHSC:

* Has the same duty of confidentiality as that is imposed on employers.
* Is responsible for maintaining rules of confidentiality, except where disclosure of information is specifically required by the Act or by another law.
* Must not disclose any:
  + Secret manufacturing process or trade information
  + Information about any workplace tests or inquiries conducted under the Act or regulations
  + Name of any person from whom information is received
  + Information obtained from medical examinations and tests may be disclosed only in a manner that does not identify anyone.

**ROLES AND RESPONSIBILITIES:**

Senior Management:

* Respond to recommendations in writing
* Provide financial support to JHSC members
* Sign off on documents initiated by JHSC
* Provide information when requested

Workers:

* All workers must assist the JHSC to perform its’ work
* Cooperate with JHSC members when asked

Office Manager:

* Retain all records of Agendas and Minutes

Sub Contractors:

* Will be expected to have Certified H & S Reps in their own workplace
* Provide proof of Certification
* Support Castle Plumbing & Heating Inc. H & S Rep in their duties

Foremen:

* Support H & S Rep in their duties

**COMMUNICATION:**

Health & Safety Meeting conducted by H & S Rep. Jesse Roy

**TRAINING:**

At a minimum:

* Current WHMIS and Working At Heights
* First Aid & CPR
* H & S Rep course – includes at a minimum Parts 1 and 2
  + Part 1: Basic Certification
  + Part 2: Workplace –Specific Hazard Training
* Certification will be provided by MOL
* Training Provider will be from the MOL Training Provider list

If a H & S Rep leaves Castle Plumbing & Heating Inc., then another Rep will be elected to become certified.

**EVALUATION:**

Other than formal training listed above - JHSC members will be evaluated for:

* Completion of duties
* Organize a meeting with the JHSC, H & S coordinator & president to review work.
* JHSC is expected to keep up with all inspections to maintain a safe workplace environment.

**FORMS:**

JHSC Meeting Minutes

Joint Health & Safety Committee Recommendations to Management

Management Response to JHSC Recommendations

Forms courtesy of WSIB and MOL

**REFERENCE MATERIAL:**

MOL WSIB

**Joint Health and Safety Committee Meeting Minutes**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting #:** |  | | | | **Date:** |  | |
| **Location:** |  | | | | **Time:** |  | |
| **Name** | | **Company** | | **Committee Title** | | | |
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| Absent: | | | | | | | |
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| **Item** | | | | **Action By** | | | **Resolved** |
| Old Business: | | | | | | | |
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| **Item** | | | | **Action By** | | | **Resolved** |
| New Business: | | | |  | | |  |
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| **The next meeting will be held on:** | | | **Date:** |  | | | |

**Joint Health & Safety Committee Recommendations to Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location:** |  | | | |
| **Date(s):** |  | | | |
| **RE:** |  | | | |
| **Reasons for recommendation:** | | | | |
|  | | | | |
| **Requirements for implementation (supporting documentation may be attached)** | | | | |
|  | | | | |
| **Date presented to management:** | |  |  |  |
|  | | Day | Month | Year |
| (the date of this recommendation becomes the reference number) | | | | |
| **Submitted by:** | |  | | |
| **Recommendation presented to:** | |  | | |
| **Expected date of response:** | |  |  |  |
|  | | Day | Month | Year |
| **Note:** | | | | |
| The Occupational Health and Safety Act (OHSA) states that an employer who received written recommendations from the worker health and safety representative shall respond in writing within 21 days. | | | | |

**Management Response to JHSC Recommendations**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Location:** |  | | | | | | |
| **Date(s):** |  | | | | | | |
| **RE:** | Response to recommendations received on [Date] | | | | | | |
| **Date recommendation received by management:** | | | | |  |  |  |
|  | | | | | Day | Month | Year |
| **Management agrees with the recommendation (circle):** | | | | | | Yes | No |
| Note: If management agrees with the recommendation, complete the next section of this form. However, if there is disagreement with or an alternative to the recommendation, please provide reasons or explanation. | | | | | | | |
| **Implementation of recommendation:** (timetable, actions taken or to be taken, etc.) | | | | | | | |
|  | | | | | | | |
| **Disagreement with, or, alternative to, recommendations:** | | | | | | | |
|  | | | | | | | |
| **Date recommendation returned to the JHSC:** | | | | |  |  |  |
|  | | | | | Day | Month | Year |
| **Responding management signature:** | |  | | | | | |
| **Response received by the JHSC on:** | | | | |  |  |  |
|  | | | | | Day | Month | Year |
|  | |  |  |  | | | |
| Management Co-chair | |  |  | Worker Co-Chair | | | |

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| --- | --- | --- | --- | --- | --- |
| **WORKPLACE/JOBSITE** | | | | | |
| **INSPECTION FINDINGS &** | | | | | |
| **RECOMMENDATIONS TO MANAGEMENT** | | | | | |
|  |  |  |  | |  |
|  |  |  |  | |  |
| **1. BASIC INFORMATION** | |  |  | |  |
| Work area inspected: |  |  | Inspected By: | | |
|  |  |  | Facility/Project: |  | |
|  |  |  | Date & Time: | | |
|  |  |  | Weather: | | |
| **2. FINDINGS** | |  |  | |  |
| |  | | --- | | Priority: Serious Moderate Minor | | | | | | |
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| **Hazard** |  |  |  | |  |
| Description: |  |  |  | |  |
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| Location (specific): |  | Other supporting information: | | |  |
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| Conclusions about the cause: | |  |  | |  |
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|  |  |  |  | |  |
| Has this hazard been identified by previous inspections ? Yes / No | |  | | |  |
| Details: |  |  |  | |  |
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| **3. RECOMMENDATIONS** | |  |  | |  |
| Corrective action taken during the inspection: | |  |  | |  |
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| Corrective action recommended: | |  |  | |  |
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| Date presented to Senior Management: | |  |  | |  |
| Recommendation submitted to: | |  |  | |  |
| Expected date of response: | |  |  | |  |
| **Note**: The Occupational Health & Safety Act (OHSA) states that an employer who received written recommendations from the worker H & S Rep shall respond in writing within 21 days. |  |  |  | |  |

**Castle Plumbing & Heating Inc. Joint Health and Safety Committee Agenda**

**Date:  
Time:  
Location:**

**1. Review of Agenda and Minutes of Previous Meeting**

**2. Old Business**

1. Action Items from Previous Minutes
2. Approvals/Responses from Management

**3. Incident Summary**

**4. Monthly Reports from Worker Members**

1. Inspections
2. Audits

**5. Policy or Program Updates**

1. Policy review and/or update
2. New health and safety programs (e.g., new Risk Management Manual additions, new designated substance assessments or control programs)

**6. New Business**

1. New items/issues
2. Ministry of Labour visits (if any)
3. Policies or programs

**7. Annual Reviews**

1. Terms of reference (date)
2. Statistics summary (date)
3. Training (date)
4. Committee membership (date)
5. Designated substances (date)

**8. Other Business**

**Contacts:**

Worker co-chair:  
Management co-chair:  
Minutes prepared by:

**Castle Plumbing & Heating Inc. Joint Health and Safety Committee**

**Minutes**

**Date:  
Time:  
Location:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Present** | **Absent** | **Member Category[****[1](http://www.labour.gov.on.ca/english/hs/pubs/jhsc/jhsc_appx_b.php" \l "fn1b" \o "Endnote 1)]** | **Certified Member (Y/N)** | **Work Location (dept, bldg, room)** |
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| [[1](http://www.labour.gov.on.ca/english/hs/pubs/jhsc/jhsc_appx_b.php" \l "fn1)] **W** – Worker/Non-Management (if unionized, record name of union), **M** – management. | | | | | |

**Guests**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Department/Trade** |
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**Minutes of Previous Meeting:**(statement to indicate minutes of previous meeting have been read and acknowledged, and to record any corrections if required)

|  |
| --- |
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**Business Arising from Minutes:**

|  |  |  |
| --- | --- | --- |
| **Item #:** | **Discussion (heading, description, actions taken, recommendations)** | **Actions Done by** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

**New Business:**

|  |  |  |
| --- | --- | --- |
| **Item #:** | **Discussion (heading, description, actions taken, recommendations)** | **Actions Done by** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
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**Other Business:**

|  |
| --- |
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**Next Meeting:**

**Date:  
Time:  
Location:**

**Signatures:**

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[Worker Co-Chair]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Management Co-Chair]

CC:

Responsible Line Manager/Supervisor  
Department Heads  
Union(s)  
Safety Bulletin Boards