

# Faculty of Engineering Joint Health and Safety Committee

## Terms of Reference

### 1 Preamble

The McMaster University Risk Management Manual (RMM) #105, provides the generic Terms of Reference for Faculty and Department Joint Health and Safety Committees (JHSCs). The manual requires that the JHSCs shall develop a Terms of Reference document consistent with the specified generic guidelines. To satisfy that requirement, the specific Terms of Reference for the Faculty of Engineering JHSC are given herein.

### 2 Purpose of the Committee

- 2.1 To support the Central Joint Health and Safety Committee (CJHSC) by conducting workplace inspections, safety audits and investigations and by filing copies of minutes of meetings with the CJHSC.
- 2.2 To support the Internal Responsibility System (IRS) and provide a mechanism for joint resolution of unresolved occupational health and safety issues in the workplace.
- 2.3 To ensure compliance with the Occupational Health and Safety Act (OHSA).

### 3 Authority and Scope

The JHSCs receive authority from the Occupational Health and Safety Act and report to a senior manager at the Department Head or higher level. The legal authority for the establishment of the JHSCs is stated in the OHSA. The Faculty of Engineering JHSC receives authority from and reports to the Dean of Engineering. The scope includes all buildings and areas assigned to the Faculty of Engineering. The JHSC represents the Faculty of Engineering in all matters of health and safety designated under the OHSA.

## 4 Responsibilities of the Committee

The Joint Health and Safety Committee shall:

- 4.1 Meet once a month.
- 4.2 Record the minutes of meetings and forward copies to the Dean of Engineering and the CJHSC.
- 4.3 Identify and report hazards. Monitor compliance by McMaster University with the spirit and the letter of the Ontario Occupational Health and Safety Act and other relevant legislation, and to report in writing to the Dean of Engineering and Senior Manager responsible for action on any departure from the above, OHSa sections 8 (10), 9 (18) (30). Recommendations require a response from the Employer within 21 days, as per 9(20) of the OHSa. These functions are delegated to the Department / Unit committees. See appendix A.
- 4.4 Ensure the entire workplace is inspected annually. Departments/Units should strive to inspect part of their workplace every month.
- 4.5 Identify and report unresolved workplace health and safety issues in writing to the Dean of Engineering .
- 4.6 Receive and review all Injury/Incident reports from the Department / Unit Committees and Environmental and Occupational Health Support Services (EOHSS) .
- 4.7 Review campus wide Injury/Incident reports provided by EOHSS.
- 4.8 Provide written recommendations to the Dean of Engineering on health and safety issues including improvements to internal responsibility and workplace health and safety conditions.
- 4.9 Ensure that at least one member of the JHSC representing management and one representing workers are certified to OHSa standards.
- 4.10 Provide certified members as required by OHSa for investigations, unilateral and bilateral work stoppages.
- 4.11 Obtain information on safety issues and hazards from the University and from other sources, and disseminate it to faculty members, staff and students as needed.
- 4.12 Review Designated Substance Assessments, and receive and review designated substance control programs and monitoring results. The JHSC shall make recommendations on assessments required for designated substances and promote awareness thereof.
- 4.13 New or updated SOPs for equipment/tools that are potentially to cause injury are to be reviewed by this committee. All subsequent reviews are delegated to the departmental committees.

## **5 Composition of the Committee**

### **5.1 Membership**

The Faculty of Engineering JHSC shall consist of one employer-designated member from each Department / Unit representing the management group and one Union-appointed member from each Department / Unit representing the workers group. Additional members may be appointed by the Co-Chairs, in consultation with the Dean/ Union as required, from other groups which use the facilities of the Faculty of Engineering, as long as the total number of worker members on the Committee comprises at least 50% of the Committee membership. The Committee should be large enough so that the health and safety concerns of the entire workplace are represented. The Committee shall also have representatives of EOHSS as non-voting consultants. Additional guests may attend committee meetings with the approval of both Co-Chairs.

### **5.2 Co-Chairs**

There will be two Co-Chairs, one representing the employee representatives, and one representing the management representatives. The Management Co-Chair is appointed by the Dean of the Faculty of Engineering and the worker Co-Chair is selected by and from among the worker members on the Committee.

### **5.3 Certification**

There will be two certified members, one who represents the workers and one who represents management as per Occupational Health and Safety Act requirements. The Union(s) represented by the committee will select the worker member to be certified. The Senior Management will select the management member to be certified.

### **5.4 Changes**

Any changes to the structure, number of members, or composition of the JHSC shall be reported in its minutes.

### **5.5 Department/Unit Committees**

Safety committees or working groups at the department or smaller work group level, work in cooperation with the Engineering JHSC. See Appendix A, for the Terms of Reference for the Department / Unit Committees.

### **5.6 Ad hoc Committees**

Ad hoc Committees may be established to investigate or formulate policy or make recommendations on behalf of the JHSC for their approval.

## **6 Meetings**

### **6.1 Frequency**

The Committee will meet each month. The worker Co-Chair and management Co-Chair may alternate duties as chairperson.

### **6.2 Quorum**

At least ten members of the Committee attending the meeting with at least half of those present representing workers constitutes quorum. At least one Co-Chair shall be present. If there are more management members in attendance, the extra management representatives shall abstain from voting. If quorum is not obtained, the meeting may be held for information purposes. Minutes will be taken at these meetings and posted on the faculty webserver for review and forwarded to the CJHSC. These will be retained for reference without approval.

### **6.3 Agenda Items**

**6.3.1** The Co-Chairs will prepare a copy of the agenda for each meeting and distribute it to all members of the Committee, one week in advance of the regularly scheduled committee meeting.

**6.3.2** Agenda items will consist of workplace health and safety issues. Agenda items should be dealt with by consensus. Where consensus is not reached, this will be recorded in the minutes.

**6.3.3** Agenda items which continue to be unresolved by the Committee should be forwarded to the Central JHSC. The Central JHSC will add this item to their agenda and discuss it for the purpose of identifying advice towards recommended resolution.

## **6.4 Records**

**6.4.1** The Faculty of Engineering will provide clerical assistance with respect to the recording, preparation and timely circulation of the agenda and minutes of committee meetings.

**6.4.2** Minutes should include all issues discussed during the meeting, corrective actions and recommendations.

**6.4.3** The minutes of the meetings and all documents relevant to the activities of the Committee must be retained and copies stored by the Dean's office.

**6.4.4** The minutes shall be prepared in a timely fashion, and posted on the faculty website.

**6.4.5** Copies of the minutes shall be forwarded to EOHSS for circulation to the Central JHSC.

## **7 Inspections**

### **7.1 Frequency**

All locations in the workplace must be inspected at least once a year, inspecting at least part of the workplace in each month. Inspections are delegated to the Department/Unit Committees. Some areas of the workplace may require more frequent inspections, to be determined by the Department / Unit Committees.

### **7.2 Attendance**

A worker representative shall be present for all inspections. Delegated to the Department / Unit Committees.

### **7.3 Reports**

Reports shall include all rooms and areas inspected; identified by appropriate room number or designation. Delegated to the Department / Unit Committees.

### **7.4 Annual Summary**

Each September every Department/Unit shall submit to the Faculty of Engineering JHSC, a summary of all workplace locations inspected over the previous year and report to the Dean of Engineering, indicating compliance.

## **Appendix A**

### **Department /Unit Health and Safety Committees**

#### **A1 Preamble**

Department/Unit Health and Safety Committees are formed as required to support the Faculty of Engineering JHSC. To satisfy that requirement, the specific Terms of Reference for these committees are given herein. To ensure consistency, conciseness and completeness, the specific Terms of Reference are derived point by point from the Terms of Reference from the Faculty of Engineering JHSC.

#### **A2 Purpose of the Committee**

Though not explicitly stated in the Faculty of Engineering JHSC Terms of Reference, these working groups are formed primarily for training, information dissemination, inspections, investigations reporting and resolution of safety issues, all at the working level.

#### **A3 Authority and Scope**

As per RMM#105, 6.3.1, working groups are permitted in support of the JHSC obligations and activities. Thus, the authority and scope of the Department / Unit Committees are derived from the Faculty of Engineering JHSC authority and scope. Members of these work groups by their association with the Joint Health and Safety Committees, are recognized as legal JHSC members under the Occupational Health and Safety Act. All protections under the Act are assumed by each member of said work group in their duties to inspect assigned workplace areas.

## **A4 Responsibilities**

From the Terms of Reference for the Faculty of Engineering JHSC, and in response to the requirements of RMM #105, the following responsibilities for the Department/Unit Committees are derived:

- A4.1** Identify and report hazards.
- A4.2** Monitor compliance by McMaster University with the spirit and the letter of the OHSA and other relevant legislation, and report to the manager responsible and Department /Unit Chair for action on any departure from the above.
- A4.3** Carry out workplace inspections on a monthly basis. Inspections are to be performed as per section 7 below.
- A4.4** Receive and review incident reports. Critical injuries must be immediately reported to the Supervisor, Department/Unit Health and Safety Committee and Environmental and Occupational Health Support Services. Injury /Incident reports shall be prepared within 48 hrs.

### **In addition, the Department/Unit Committees shall:**

- A4.5** Provide or make recommendations on training.
- A4.6** Disseminate information.
- A4.7** Investigate non-critical accidents.
- A4.8** Report and resolve safety issues.
- A4.9** Assist in formulating policy relating to the safe conduct of undergraduate laboratories and research laboratories, in consultation with teaching assistants, graduate students, research staff, and faculty.
- A4.10** Provide representation to the Faculty of Engineering Joint Health and Safety Committee. The Co-Chairs will be the designated representatives to the Faculty JHSC. They may send alternatives if they are unable to attend.
- A4.11** Remind all employees, including teaching assistants, of their rights and responsibilities under the Ontario Occupational Health and Safety Act and other relevant legislation.
- A4.12** Make recommendations to the Department Chair or Unit Director, faculty, staff and students concerning health and safety matters having to do with the safe conduct of undergraduate laboratories and all research activities at the Department/Unit level, and report to the Department Chair or Unit Director on potential hazards.



## **A5 Composition of the Committees**

- A5.1** The Department/Unit Committees shall consist of at least one employer-designated member from each Department/ Unit representing the management group, and at least one UNIFOR union and/or other union selected member from each Department/Unit representing the worker's group.
- A5.2** Other groups within the Department/Unit are encouraged to have representation, e.g. graduate students and Post Doctoral Fellows.
- A5.3** The total number of worker members on the Committee comprises at least 50% of the Committee membership.
- A5.4** Members associated with the Department/Unit Committees must be readily identified by a list posted on the website and/or designated Health and Safety display board of the appropriate Department or operational Unit. It is the responsibility of the Chair or senior manager of said Department/Unit to maintain the list of all members associated with their respective Department / Unit Health and Safety Committee.

## **A6 Meetings**

- A6.1** The Committees shall meet at least once every three months.
- A6.2** Department/ Unit Committees shall take minutes.

## **A7 Inspections**

### **A7.1 Frequency**

All locations in the workplace must be inspected at least once a year, inspecting at least part of the workplace in each month. The Committee will set the schedule. Some areas of the workplace may require more frequent inspections. Where an issue or hazard has been identified (that has not been immediately rectified during the inspection) a follow up inspection shall be conducted.

### **A7.2 Reports**

Inspection reports shall include all rooms and areas inspected; identified by appropriate room number or designation. The committee member that does the inspection has a duty to report to the JHSC, situations that may be a source of danger or hazard.

The safety inspection records and all documents relevant to the activities of the Department/Unit Committees must be retained in each Department/Unit. Copies of safety inspections shall be stored in the Dean's office.

### **A7.3 Attendance**

A worker representative shall be present for all inspections. With the agreement of the worker members, management members may accompany the worker members on the inspections.

## APPENDIX B

### Certification

Certification requires completion of a JHSC Certification Part One and Part Two training program that is approved by the Ministry of Labour as per the October 1, 2015 JHSC Certification Program Standard. Part Two training must be completed within six months of Part One training. The Part Two training program will consist of six hazard specific modules as identified as the top hazard priorities for the education sector; slips trips and falls, musculoskeletal disorders, machinery/equipment, electrical hazards, physical hazards and workplace violence.

All members certified under the October 1, 2015 standard must complete a Ministry of Labour approved refresher training course within 3 years of being certified.

The committee may request that members complete additional training programs offered by Environmental and Occupational Health Support Services that are specific to the hazards of the committee, but these will not be included as a requirement for Part Two certification.

The committee has recommended that the following training programs be completed for the purposes of hazard knowledge for workplace inspections :

Asbestos Awareness	Chemical Handling & Safety	Initial Radiation Safety
Due Diligence	Gas Cylinder	Electrical Hazards*
Accident Investigation	HF Emergency Protocol	Slips, Trips & Falls*
WHMIS 2015	Indoor Air Quality	Ergonomics*
Fire Safety	Laser Safety	Machine Guarding*
Ladders	Biosafety Level 1 Training	

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\* Covered in level 2 certification