



TERMS OF REFERENCE
for the Structure and Function of
The Joint Health and Safety Committees
at Centennial College

AS AGREED BETWEEN

CENTENNIAL COLLEGE OF APPLIED ARTS AND TECHNOLOGY

AND

ONTARIO PUBLIC SERVICE EMPLOYEES UNION
LOCAL 558 AND LOCAL 559

PREAMBLE

- It is a requirement of the Ontario Occupational Health and Safety Act (hereafter referred to as “the Act”) for the employer to establish a policy that encourages the active participation of all employees in the prevention of work-related accidents and illnesses, and the promotion of health and safety in the workplace.
- Centennial College of Applied Arts and Technology (Employer) and the Ontario Public Service Employees Union – Locals 558 and 559 (Worker Organization), have established a Joint Health and Safety Committee (hereafter referred to as “the committee”) under the Act and have reached an understanding as to the guidelines for the composition, practice and procedure thereof.
- The parties acknowledge that a Health and Safety Program can only be successful where everyone in the workplace is committed to these responsibilities. Therefore, the parties undertake to cooperate in ensuring that these guidelines and the full intent of the Act will be carried out by their respective organizations.
- The parties hereto adopt these guidelines in good faith and agree to promote and support the Joint Health and Safety Committee by providing such information, training, and assistance as may reasonably be required for the purpose of carrying out its responsibilities.

STRUCTURE OF JOINT HEALTH AND SAFETY COMMITTEE

- 1.1 The Joint Health and Safety Committees of Centennial College shall consist of as such number of members as indicated in Appendix A. Every Joint Health and Safety Committee shall conduct meetings at no less a frequency as indicated in Appendix A.
- 1.2 There shall be two Co-Chairpersons, one (1) from the employer selected by the management members of the committee, and one (1) from the workers selected by the worker members on the committee. The Co-Chairs shall alternate at the committee's monthly meetings.
- 1.3 A Co-Chair, with the consent and approval of their counterpart, may invite any non-member to attend the meetings within reason, to provide information and comment on matters related to health and safety, but they shall not participate in the regular business of the meeting, including voting.
- 1.4 Certified members have the power to make a mutual decision to stop work that they believe pose an imminent danger to any member of the College community. While every effort shall be made to have one certified member from both groups present at a stop work issue, if only one certified member is present, he/she shall have the right to stop work that they believe poses an imminent danger to any member of the College community. (Unilateral Work Stoppage as per Section 47 of the Act.)

FUNCTIONS OF JOINT HEALTH AND SAFETY COMMITTEE

- 2.1 To promote and maintain the spirit of the Occupational Health and Safety Act, 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 appropriate College management.
 - (b) To encourage adequate education and training programs in order that all employees are knowledgeable in their rights, responsibilities and duties under the Act.
 - (c) To address matters related to all health and safety regulations, codes and standards including but not limited to Designated Substances and Workplace Hazardous Materials Information System (WHMIS).
 - (d) To address, or to have addressed, any health and safety matter that the Committee deems appropriate.

Inspections

- 2.2 The Committee members who represent workers shall inspect at least one part of the physical condition of the workplace once per month, completing the inspection of the entire workplace in one year, as per a schedule determined by the committee. Where and when possible, a management person shall accompany the worker representative. Certain areas considered by the committee to be of high risk, may be scheduled for inspection on a more frequent basis, as deemed appropriate by the committee.
- 2.3 All health and safety concerns identified during the inspections must be properly and accurately recorded on the appropriate workplace inspection form, and signed by the member(s) who conducted the inspection.
- 2.4 Within five 5 working days after the inspection, the member(s) who conducted the inspection is (are) to provide a signed copy of the completed workplace inspection report to the Manager, Safety and Security Services and to the Health and Safety Coordinator. To expedite follow-up action by the safety office, they can provide an initial report via e-mail, followed by a signed hard copy. The committee may also provide the manager of the area of concern with a copy of the inspection report for their follow-up action.
- 2.5 The committee is to review and discuss the inspection report(s) at their next meeting paying special attention to high-risk items. It is the responsibility of the relevant Manager of the area(s) of concern to follow-up on the items in their area and to inform the committee of the status of the health and safety concerns within 21 days of receipt the report. **Situations that are of a high risk and pose an imminent danger must be reported and addressed immediately.**

Recommendations of the Committee

- 2.6 The Manager, Safety and Security Services or other health and safety representative of the employer, shall respond in writing to the committee within twenty-one (21) days of receipt of Recommendations from the committee as stipulated by the Act. The written response shall indicate the employer's assessment of the committee's recommendation and specify what action will, or will not (with explanations) be implemented as a result of the recommendation. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

Accidents and other investigations

- 2.7 The Committee will designate members chosen by those they represent, to investigate all serious workplace accidents and incidents that had the potential for a serious accident; this includes all accidents that resulted in "critical injury" as defined in the Act. The inspection team will be responsible for overseeing that the requirements prescribed in Section 51 and 52 of the Act and Sections 5 and 6 of the Regulations for Industrial Establishments are carried out.
- 2.8 At least one worker member, preferably fully certified, will accompany the Ministry of Labour Inspector during the Inspector's inspection of the workplace.
- 2.9 The members of the Committee representing workers shall designate a worker member, preferably fully certified, to be present in work refusal situations.
- 2.10 A Committee member who represents workers shall be consulted concerning proposed workplace testing strategies related to industrial hygiene. A worker member of the Committee shall be entitled to be present at the beginning of such testing. The results of any such tests shall be made available to the committee.

MEETINGS


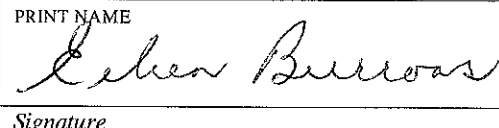
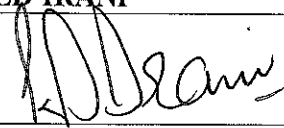
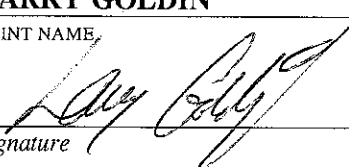
- 3.1 The Committee shall meet monthly between September and June. Changes must be approved by both Chairpersons. However, the committee will maintain representation during the months of July and August.
- 3.2 The College shall provide secretarial support to the committee. Duties of this position include the taking of Minutes at meetings and having a draft of the Minutes forwarded to the Health and Safety Coordinator within 13 working days of the last meeting, for review if the Coordinator attended the meeting. Before being circulated, the draft of the Minutes is also to be reviewed for accuracy of content by both Co-Chairs of the committee. Except to record attendance and responsibility for action items, the use of the names of Committee members is to be avoided in the Minutes where possible. The secretarial support person is to also maintain a proper filing system for the Minutes and other material distributed at meetings. He/she is to keep a log of all attendance including occasions where meetings were scheduled but there was no quorum.
- 3.3 In order to conduct business, the Committee shall have a quorum of 50% members present, one of which must be a Co-Chair. If a Co-Chair is absent, the other Co-Chair will chair the meeting. At least one management member must be present and at no time must there be more management members than worker members.
- 3.4 All time spent in attendance at Committee meetings or in activities relating to the duties of the Committee, will be paid for at the member's current rate of pay for performing work, and the time spent is to be considered as time at work.
- 3.5 Committee members shall be allowed one hour of preparation time for each Committee meeting, or as long as the Committee determines is necessary. Co-chairs shall be allowed 2 hours of preparation time.
- 3.6 Committee members are to make every effort to attend meetings and participate in scheduled inspections. Any concern in relation to attendance is to be taken to the respective member on the "Steering Committee" who represents the Joint Health and Safety Committee member(s) with the concern.
- 3.7 Proposed Agenda items are to be forwarded to the Co-Chairpersons or the Recording Secretary at least five (5) working days before the next meeting. One of the Co-Chairpersons, or the Recording Secretary, shall distribute the Agenda at least four (4) working days before the next meeting. All items raised from the Agenda in meetings will be dealt with on the basis of consensus rather than by voting. All items, resolved or not, are to be recorded in the Minutes; unresolved items will be placed on the Agenda for the next meeting.
- 3.8 The 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 the Collective Bargaining Agreements.

GENERAL

- 4.1 All employees will be encouraged to inform their supervisor of their health and safety concerns before bringing them to the attention of the committee.
- 4.2 Committee members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution to the problem. All resolutions to health and safety concerns will be reported in the Minutes.
- 4.3 Medical, trade secret, or employee/student personal information will be kept confidential by all Committee members.
- 4.4 As per the Occupational Health and Safety Act Section 25(2)(J), the employer shall prepare and review at least annually a written Occupational Health and Safety policy and shall develop and maintain a program to implement that policy. This must be accomplished in consultation with all College Joint Health and Safety Committees.
- 4.5 Each committee must have at least one fully certified member representing the workers and one fully certified member representing the employer, as per the Act. However, the College encourages and supports all members to become fully certified. In addition to the training requirements of the Act being met, the Joint Health and Safety Steering Committee encourages all committee members to attend at least the Part I (Basic) training.
- 4.6 Any amendments, deletions or additions to these Terms of Reference must have the consensus of the total Committee and shall be set out in writing, approved by the Joint Health and Safety Steering Committee, and attached as an Appendix to these guidelines if it is not necessary that these guidelines be re-written.
- 4.7 These Terms of Reference provide a framework for an effective functioning Joint Health and Safety Committee. References can be made to the Occupational Health and Safety Act and its guidebook.
- 4.8 The committee may request from the College any information or tools deemed necessary to ensure that it can properly perform its duties.

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As members of the Joint Health and Safety Steering Committee at Centennial College, we the undersigned, have agreed upon and approved the above-mentioned Terms of Reference for the Joint Health and Safety Committees at Centennial College.

| FOR THE COLLEGE | FOR THE UNION |
|---|--|
| BRAD CHAPMAN <small>PRINT NAME</small>  <small>Signature</small> | EILEEN BURROWS Local 558 <small>PRINT NAME</small>  <small>Signature</small> |
| KHURSHED IRANI <small>PRINT NAME</small>  <small>Signature</small> | LARRY GOLDIN Local 559 <small>PRINT NAME</small>  <small>Signature</small> |



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APPENDIX A

MEMBERSHIP STRUCTURE AND MEETING FREQUENCY

A(i) Membership of the Joint Health and Safety Committees shall be as follows:

Progress Campus -10 members;
Ashtonbee Campus -10 members, including one Union member and one manager representing the GM Centre;
HP Centre - 8 members;
Centre for Creative Communicative Communication – 6 members, including one member who does not exercise managerial functions, and one manager, both representing the College Boreal;

Individual committees representing each of:
1960 Eglinton, Residence, and Bibliocentre – 4 members each;
East York Daycare Centre and 1450 Midland – 2 members each.

As per the Occupational Health and Safety Act, at least half the members of each committee shall be employees who do not exercise managerial functions.

A (ii) The Joint Health and Safety Committee shall meet at a frequency no less than indicated herein:

Progress, Ashtonbee and the HP Centre - At least once per month from September to June.

Centre for Creative Communications, 1960 Eglinton, Bibliocentre, Residence, 1450 Midland, and East York Daycare – Quarterly cycle, year round.