

Joint Health & Safety Committee Terms of Reference (ToR)

The Blue Mountains Public Library

1.0 Name: Joint Health & Safety Committee

2.0 Duration of Committee: Standing

The Administrative Standing Committee will continue to meet for the duration of The Blue Mountains Public Library existence, or until such time as the OSHA rescinds the need for this Committee.

3.0 Purpose

In September 2018 it was determined to establish an independent Health & Safety Committee, separate and distinct from the Town Health & Safety Committee. The inaugural meeting of the Committee occurred September 27, 2018. This committee was known as the Blue Mountains Public Library Joint Health & Safety Committee to meet the needs of OSHA legislation and all other relevant Acts.

A Joint Health and Safety Committee is composed of people who represent the workers and the employer. Together, they are committed to improving health and safety conditions in the workplace. Committees identify potential health and safety concerns and bring them to the employer's attention. As well, members must be kept informed of health and safety developments in the workplace.

4.0 Mandate

The Health & Safety Committee shall develop plans, programs, and procedures pertaining to facility health and safety; and review health and safety policies. The Committee shall conduct and review inspections of facilities as well as make recommendations for changes and repairs. The Committee will develop a policy review schedule and make recommendations to the CEO. Specifically, the committee shall have the roles and responsibilities to:

1. Identify potential hazards;
2. Evaluate these potential hazards;
3. Recommend corrective action; and,
4. Follow up on implemented recommendations.

5.0 Reports To

The Joint Health & Safety Committee reports to the CEO on behalf of the members it represents.

6.0 Membership

According to legislation:

1. The minimum requirements pursuant to legislation for a Committee are:

- One (1) Representative when more than 5 employees, but less than 20
 - Two (2) Committee members when 20 or more employees, but less than 50; and
 - Four (4) Committee members when 50 or more employees
2. At least 50% of the members must be non-management workers.
- The worker members must be selected by the workers they represent.
 - The employer shall select the remaining members.
 - The names and work locations of all JHSC members must be posted at the workplace.
 - At such time as the organization reaches twenty or more regular employees, at least two members of the JHSC must be certified, one representing the workers, and one representing management. Until this size is reached one member of the JHSC may be certified.
 - One worker co-chair person will be selected by the worker members of the committee and one management co-chairperson will be selected by the management members of the committee.

7.0 Quorum

For a committee of three, quorum is a full complement of the committee. For committees of four or larger, quorum is 50% of the committee providing one staff member of each facility and one management representative is present.

8.0 Term of Appointment

The Term of Appointment begins when the committee is formed; and re-appointment of members occurs in October every two years. Staff representatives shall be selected by their peers. Members may be reappointed for consecutive terms.

9.0 Resources and/or Budget

No financial resources are assigned to this committee. Should a need arise, the CEO may provide budget from administrative lines or from the Health & Safety budget. Staff resources include members time to conduct inspections and for committee needs.

10.0 Duties of Members

In performing their duties as a committee member, each appointee will

- Be available to receive employee concerns, complaints and recommendations;
- Discuss problems and recommend solutions;
- Provide input into existing and proposed health and safety programs;
- Provide knowledge and expertise;
- Work as a committee member to achieve the designated mandate;
- Conduct work, deliberations, and discussions for the implementation of the purpose and mandate;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO;

- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all inspections of facilities;
- Maintain the facilities First Aid Kits;
- Maintain the facilities OSHA board;
- Respect each member and the purpose of the Committee;
- Speak with one voice by supporting the committees decision.

11.0 Duties of the Employer

1. Must provide a location for meetings.
2. Compensate members for all time spent on JHSC activities, including inspections, meetings, preparation for meetings, and completion of committee assigned tasks.
3. Shall select the remaining members of a Committee from among persons who exercise managerial functions for the employer.
4. Must respond in writing to written recommendations from the Committee within 21 days. If the recommendations are accepted, a timetable for action must be outlined and provided to the Committee. If an employer decides against acting on the Committee's recommendations, reasons must be given in writing.
5. Afford assistance and co-operation to the Committee in the carrying out by the Committee of any of their functions
6. Upon the request of the Committee, provide information regarding the identification of potential or existing hazards involving materials, processes or equipment.
7. Upon request, inform the Committee of changes in work procedures, of the introduction of new machinery or processes, of the use of new chemicals and other materials and of the availability of new safety equipment.
8. Provide the Committee with a copy of all orders or reports issued to the employer by an inspector of the Ministry of Labour.
9. Provide a worker member of the Committee with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace.
10. Afford a worker member of the Committee the right to inspect the physical condition of the workplace at least once a month, and provide required information and assistance.
11. Provide the information required (MSDS) under the designated substances regulations where they apply to the workplace.

12.0 Non-Member Attendance

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases the non-member resource will participate only in discussions relevant to their advisory role.

13.0 Removal and Vacancies

It is the right of the CEO or representatives direct manager to remove any member and seek a peer nomination of a replacement member. Any two (2) members may also send a request to the CEO if the any member is not working as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer employed with BMPL.

14.0 Meetings

Meetings will be called as required by the Committee Chairs or by a majority of the members of the committee. Meetings may happen as often as required for business, but must occur no less that every three months.

15.0 Voting

The Committee shall aim for consensus, but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. A tie is a vote in the negative.

16.0 Committee Co-Chairs

The Committee may appoint a Committee Co-Chairs: One from the worker and one from the employer complements.

The Co-Chairs shall serve for the one-year term and may sit for more than one term. The Committee Co-Chairs shall preside at all meetings of the Committee, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions. When the Committee Co-Chairs are not available for a meeting, the members of the Committee will select from the attendees a Meeting Chair to coordinate and facilitate the meeting. The Committee Co-Chairs, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

17.0 Special Responsibilities of the Committee Chair

No special responsibilities are assigned to this Committee Co-Chairs.

18.0 Committee Secretary

A member will be designated to take meeting notes which will be sent to the CEO for inclusion in the official records of BMPL.

19.0 Administration

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

20.0 Review of Terms of Reference

The Committee will review, amend, and approve the Terms of Reference biennially according to the BMPL's Policy Review Schedule. The Committee will review and accept the Terms of Reference at the first meeting of the cycle.

21.0 Related Documents

- Schedule A: Appointed Members
- POL-BLG.2018.99 Agenda and Multi-Year Agendas

Health & Safety Committee – Terms of Reference

Approved by the Health & Safety Committee October 25, 2018