

Penticton Joint Occupational Health and Safety Committee Terms of Reference

1. Introduction

Okanagan College (The Employer is herein referred to as “The College”) aims to provide a safe, healthy and secure environment for all employees, students, and the public. All possible preventative measures are taken to eliminate accidental injuries, occupational diseases and risks to personal security.

Compliance with the *Workers’ Compensation Act* (“*The Act*”), the *Occupational Health and Safety Regulation* (“*The Regulations*”), and related legislation is the minimum standard acceptable. All employees are encouraged to strive to exceed these minimum legal standards and to eliminate unnecessary risks.

2. Purpose of the Joint Occupational Health and Safety Committee (JOHSC)^{1,2}

A JOHSC consists of Employer Representatives and Worker Representatives working together to improve occupational health and safety in their workplace. The JOHSC has a mandate to advise, assist and make recommendations on policy and procedures, which will improve health, safety, and personal security of all workers.

The JOHSC is required to meet at least once each month, or more often if required, in order to:

- Monitor efforts of The College to comply with *The Regulations*, all applicable provincial legislation, as well as The College’s own safety policies and procedures;
- Participate in identifying unsafe situations or practices and recommend solutions;
- Address health and safety complaints from workers;
- Consult on broader health and safety issues;
- Make recommendations around health and safety improvements and educational programs, and monitor the effectiveness of those programs;
- Advise on programs and policies required under *The Regulations* and monitor their effectiveness;
- Work with all involved parties to review and advise on proposed changes to the workplace (*e.g.*, machinery or equipment) or work procedures that may affect the health and safety of workers;
- Monitor activities and effectiveness of health & safety programs; and,
- Monitor to ensure that accident/incident investigations and general inspections are completed.

¹ See Part 2, Division 5 of *The Act*.

² Nothing in this document prevents the JOHSC from having additional Site / Local / Department committees, or other committees.

3. Name and Jurisdiction of Joint Occupational Health and Safety JOHSC

The JOHSC shall be known as the Kelowna Joint Occupational Health & Safety Committee (JOHSC or the Committee).

The JOHSC will comply with the *Workers Compensation Act (The Act)*, Occupational Health and Safety Regulation (*The Regulations*) and any other applicable legislation.

The JOHSC will be responsible for all health and safety issues within the Okanagan College Kelowna campus and community (including leased space).

4. Reporting Structure

This JOHSC reports to the Director of Facilities and Business Services.

5. JOHSC Composition

Each JOHSC must have the following:³

- a. A minimum of 4 members;
- b. Worker Representatives (workers who do not exercise managerial functions) and Employer Representatives (management workers who exercise managerial functions);
- c. At least half of the members must be Worker Representatives; and,
- d. Two Co-Chairs, one selected by the Worker Representatives and one selected by the Employer Representatives.

On the Kelowna JOHSC, suggested Committee membership is to include the following groups:

- i. At least one representative(s) from each bargaining unit (BCGEU Support Staff, BCGEU Vocational Instructors, and OCFA);
- ii. At least one representative from the Administration Association;
- iii. A representative from each Portfolio present at that workplace;
- iv. A representative from Campus Planning/Facilities Management.

An individual member may represent more than one group on the Committee.

All appointments to the JOHSC shall be for a period of 1 year. Any member may be reappointed to the JOHSC following their initial term. If a member of the JOHSC chosen by the workers is unable to complete the term of office, the worker will inform the union (if applicable) and employer. A new appointee will be chosen as per the process outlined in section 9.⁴ If a member of the JOHSC appointed by The College is unable to complete the term of office, The College will appoint another member.

³ *The Act* 33.

⁴ As per section 34 of *The Act*.

6. Quorum

A quorum shall consist of 50% plus one member on the JOHSC and must include at least 50% JOHSC Worker Representatives in attendance, and at least one Employer Representative. Quorum is required for voting within the JOHSC.

7. Guests

The College may send a member of the Health and Safety Department to function as a non-voting Resource at each meeting.

With the approval of the Co-Chairs, the JOHSC may invite guests to provide information, training or consulting; they will be considered as a non-voting Resource.

There must be notice of guest attendance given to the JOHSC Co-Chairs prior to the next regular or special JOHSC meeting.

8. Selecting Employer Representatives

The College shall appoint the Employer (Management) Representatives.⁵ The Representatives must exercise managerial functions at the workplace where the JOHSC is established.

Table 1. Kelowna JOHSC Employer Representatives.⁶

Name of Employer Representative	Role	Management Area Represented
Jordan Perrey	Employer Co-Chair	IT Services
Nancy Darling	Employer Representative	Trades
Drew Petrie	Employer Representative	Facilities and Business Services
Laura Thurnheer	Employer Representative	Science, Technology, and Health
Brad Piontek	Employer Alternate	Facilities and Business Services

9. Selecting Worker Representatives

The selection of Worker Representatives and Alternates shall be completed in accordance with *The Act 34(1)* and *The Regulations*.

- 1) The Worker Representatives must be selected from workers at the workplace who do not exercise managerial functions at that workplace, as follows:

⁵ As per section 35 of *The Act*.

⁶ Table 1 shall be amended without requiring a vote of the Terms of Reference.

- a) For workers represented by a bargaining unit, the Worker Representatives are to be selected according to the procedures established or agreed on by the bargaining unit, including their local bylaws and collective agreements if applicable;
- b) For workers not represented by a union, the Worker Representatives are to be elected by secret ballot, subject to a vote if applicable;
- c) The workers will not have less than 50% of the total number of JOHSC members;
- d) The union and non-union Worker Representatives are to be selected in accordance with paragraphs (a) and (b) in equitable proportion to their relative numbers and risks to health and safety;

Where the selection of JOHSC Representatives are written in respective collective agreements, defer to the process outlined.

Efforts should be made to ensure all major work groups or areas are represented on the JOHSC. Refer to the list below to ensure that Representatives are selected if they are included in your JOHSC work area.

Table 2. Kelowna JOHSC Worker Representatives.⁷

Name of Worker Representative	Role	Area/Association/Union Represented
Jasmine Korčok	Worker Co-Chair	Science, Technology, and Health (OCFA)
Marcel Beerkens	Worker Representative	IT Services (BGGEU-SS)
Heather Carson	Worker Representative	Student Services (BCGEU-SS)
Karen Markle	Worker Representative	Arts and Foundational Programs (BCGEU-SS)
Cam McRobb	Worker Representative	Trades (BCGEU-VI)
Murray Peissard	Worker Representative	Trades (BCGEU-VI)
Devin Rubadeau	Worker Representative	Business Administration (OCFA)
Cindy Battersby	Worker Alternate	Student Services (BCGEU-SS)
Kevin McKenzie	Worker Alternate	Facilities and Business Services (BCGEU-SS)
Sasha Johnston	Worker Alternate	Arts and Foundational Programs (OCFA)

10. Selecting JOHSC Co-Chairs

The Worker Representatives will select one of their own members to act as a Co-Chair (for a 1 year renewable term).

⁷ Table 2 shall be amended without requiring a vote of the Terms of Reference.

The Employer Co-Chair will be appointed by management (for a 1 year renewable term).

In the event that either Co-Chair is unable to fulfil their term, a new Co-Chair shall be selected from the corresponding representatives. Terms can be renewed from the corresponding representatives of the member seeking renewal.

Duties of chairing the meetings will alternate between both Co-Chairs. If one Co-Chair is unavailable at the meeting they are scheduled to chair, the other Co-Chair will chair that meeting.

11. JOHSC Meetings

The JOHSC is required to meet at least once each month or more often if required or needed.⁸

Special or additional meetings may be called by agreement of the Co-Chairs.

Meeting dates must be set for the following Academic year no later than January; preferably on the same day of each month, at the same location.

- The JOHSC will meet monthly on the first Tuesday of each month, except September and January, when the meeting will occur on the second Tuesday of the month.
- Regularly scheduled meetings will be held from 9:30 – 11:00.
- If quorum is not met, the JOHSC meeting can continue for discussion purposes only (no voting) but does not qualify as a regular monthly meeting. The monthly JOHSC meeting will then need to be rescheduled to another date within the same month.

The meetings should follow an agenda which contains the following topics:

- Roll call or attendance
- Determination of quorum
- Approval of previous minutes
- Additional agenda items, review of the action items list and approval of agenda
- Review of the monthly accidents and incidents, first aid reports, etc.
- Review workplace safety inspections (including changes to equipment, machinery or work processes that may affect the health or safety of workers)
- Review education and training
- Ongoing business
- Correspondence
- JOHSC recommendations if any
- New and other business (including review of WorkSafeBC and any other health and safety regulatory agency inspection reports)
- Next meeting dates

⁸ *The Act 37(2).*

Meeting minutes will be recorded by a designated clerical staff person as jointly agreed to by the Co-Chairs. The draft minutes should be sent out within a week of the meeting for comments and corrections. The minutes must be approved by the JOHSC at the next meeting. Approved minutes will be:

- Distributed to all JOHSC members;
- Posted on the OH&S bulletin boards;
- Electronically posted on a central JOHSC web site (www.okanagan.bc.ca/OHScommittees), and physically posted in areas where electronic access to workers is limited.

12. Duties of JOHSC Members

The following is a non-exhaustive list of duties of JOHSC members:

- Attend all monthly JOHSC meetings. When unable to attend, inform the JOHSC Co-Chairs and designated Alternate. Attendance shall be reviewed by the appointing entities at the request of the Co-Chairs.
- Participate in all activities of the JOHSC, and chair sub-JOHSCs when requested.
- Review inspections and investigations reported to the JOHSC. Participate in inspections and investigations as requested or required.
- Recommend and participate in the development of policies and procedures for improvement of health and safety.
- Attend safety courses or seminars. Each JOHSC member is entitled to a total of eight (8) hours of training each year, in addition to the Employer-paid eight (8) hours for new JOHSC members (in addition to any collective agreement entitlements).
- Promote the mutually agreed upon College Safety Policy, and safety procedures of The College, in carrying out their work.
- Be familiar with legislation and regulations, The College's safety policies, and the JOHSC's Terms of Reference.

13. Duties of Co-Chairs

The following is a non-exhaustive list of duties of JOHSC Co-Chairs:

- Review previous minutes and materials prior to each meeting and prepare an agenda.
- One Co-Chair will chair a meeting and take a leadership role in guiding JOHSC discussions towards definite recommendations (if and as required). Co-Chairs should alternate each JOHSC meeting.
- Report to the JOHSC on the status of suggestions and recommendations from previous meetings.
- Appoint sub-JOHSC members and encourage active participation from members if applicable.

- Ensure that a regular time and place for a meeting has been arranged by the JOHSC administrator.
- Ensure that the minutes are recorded at each meeting and distributed accordingly.
- Ensure that the previous minutes and proposed agenda, and pertinent information are distributed prior to the meeting.
- Write formal recommendation letters, reports and correspondence in conjunction with the JOHSC.
- Ensure that each member has access to relevant resource information, including the WorkSafeBC Occupational Health and Safety Regulation, and the JOHSC's Terms of Reference.
- When directed by the JOHSC, the Co-Chairs will send written recommendations to The College with a request for response as per WorkSafeBC legislation.

14. Alternates

Each bargaining unit and the Employer shall select at least one alternate member (Alternate) to attend meetings in a Committee member's absence. Alternates are appointed through the regular processes outlined in sections 8 and 9. Alternates are expected to participate in Committee functions, such as inspections, investigations, and events. Alternates may attend meetings as a guest even when they are not filling in for another member, in which case, they are a non-voting observer and their presence does not count for quorum.

Alternates must obtain the mandatory training as specified in *The Regulations* section 3.27, and are entitled to additional training as per *The Act* 41.

15. Functions of the JOHSC⁹

The following is a non-exhaustive list of functions of the JOHSC:

- Consult and monitor the OHS component of the employee orientation.
- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- Consider and expeditiously deal with complaints relating to the occupational health and safety of workers. This will be done after the worker has brought the complaint to their supervisor.
- Consult with workers and The College on issues related to occupational health and safety and occupational environment.
- Make recommendations to The College and the workers for the improvement of the occupational health and safety of workers and compliance with regulations, and monitor their effectiveness.

⁹ *The Act* 36.

- Make recommendations to The College on educational programs promoting the health and safety of workers and compliance with regulations, and monitor their effectiveness.
- Advise The College on programs and policies required under *The Regulations* for the workplace, and monitor their effectiveness.
- Advise The College on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- Ensure that incident investigations and regular inspections are carried out as required by *The Regulations* and *The Act*.
- Jointly participate in inspections, investigations, risk assessments, hazard assessments, WHMIS reviews, working alone assessments, ergonomics and MSI assessments, etc.
- Analyze information, create and implement both formal and informal recommendations, identify corrective actions, communicate results, etc.
- Carry out any other duties and functions prescribed by *The Act*, *The Regulations* and the collective agreements.

16. Consultation

The Regulations and *The Act* require both meaningful consultation and participation between The College and the Worker Representatives in a number of areas, e.g. the JOHSC, investigations, etc.

Meaningful consultation includes:

- i. Active and equal participation in the implementation and monitoring of programs for the prevention of workplace hazards.
- ii. Provision of all relevant and potentially relevant information and documentation a minimum of seven (7) days in advance of JOHSC meetings.
- iii. That the JOHSC members meet and engage in meaningful dialogue over the subject matter.
- iv. Deliberation; debate; discussion; consideration; exchanging and explaining any conflicting views or positions which is more than a perfunctory exchange or exercise.
- v. The opportunity to make representations prior to a decision being made.
- vi. Acting in good faith and with an open mind.

A summary of sections in *The Regulations* in which The College has a duty to consult with the JOHSC is presented in Appendix A.

17. Decisions of the Committee

The JOHSC should attempt to reach consensus on each decision it makes. If the JOHSC cannot reach consensus, a vote may be taken and the JOHSC will go with the majority vote (50% plus one).

18. Recommendations

The JOHSC will endeavour to reach consensus on all recommendations.

When there is no consensus, or the Co-Chairs cannot agree on a recommendation, either Co-Chair may submit the recommendation to The College and the JOHSC.

18A. Informal Recommendations

Informal recommendations from the Committee are those that can be dealt with by a member of the Committee (usually an Employer Representative) without further consultation or approval needed. Informal recommendations will be documented in the meeting minutes along with the action taken.

18B. Formal recommendations requiring a response from the Employer¹⁰

Formal recommendations are used for issues that cannot be dealt with by the Committee directly. In this case, the Co-Chairs will write a proposal to the Employer outlining the recommended course of action.

The JOHSC must make all recommendations to The College in writing via email or letter with a written request for a response from The College within twenty-one (21) calendar days.

All recommendations must be made separate from the minutes of the meeting but can be reported upon in the JOHSC meeting and should form part of the JOHSC meeting agenda.

When a recommendation is written, the recommendation will be accompanied by a complete description of the issue, background and regulatory reference as applicable, practical recommended solution(s), a suggested timeline for completion, and any other information agreed upon by the JOHSC.

The College is required, under section 39 of *The Act*, to respond to the JOHSC recommendations within twenty-one (21) calendar days of receiving the written request.

19. Disagreement and Dispute Resolution Process

If the JOHSC cannot reach agreement on an issue after two consecutive JOHSC meetings, a Co-Chair may submit a twenty-one (21) day recommendation to The College and the JOHSC.

If no action occurs, or if there is continued disagreement, the JOHSC or the Co-Chair may refer this to WCB, which may investigate the matter and attempt to resolve the matter.¹¹

¹⁰ *The Act* 39.

¹¹ *The Act* 38.

20. Participation in Investigations, Assessments, Inspections, etc.

All members of the JOHSC will endeavor to be trained in how to conduct investigations, assessments, inspections etc. These include incident investigations, workplace inspections, violence risk assessments, hazard assessments, working alone assessments, ergonomics and MSI assessments, etc.

20A. Investigations¹²

- a. The worker Co-Chair shall designate two Worker Representatives each month to participate in investigations. Worker participation shall rotate evenly throughout the year.
- b. Upon notification of an accident or incident requiring investigation (within 48 hours), the Health and Safety Department will contact the two designated Worker Representatives via e-mail and/or cell phone requesting participation and describing the nature of the incident.
- c. Should the two designated Worker Representatives be unavailable, the Health and Safety Department will contact the worker Co-Chair to inform of the situation and solicit other worker representatives.
- d. In the event that there are no Worker Representatives who respond affirmatively to participate within an appropriate time frame, a Worker Representative can join the investigation when they are available.
- e. The form to be used for investigation reports is EEIR 52E40 (from WorkSafeBC). This form must contain the signatures of the Employer Representative and Worker Representative who participated in the investigation.
- f. Full and preliminary investigation reports, along with a report on corrective action(s) taken, will be shared electronically with the Committee as soon as practicable, and reviewed at the monthly Committee meeting following completion of the full report.

20B. Inspections¹³

- a. Inspections for hazardous conditions, unsafe actions or work methods in all campus buildings and parking lots will take place on a monthly rotation.
- b. All Committee members and Alternates are expected to participate in inspections.
- c. Inspections of any building/area will be carried out by a Worker Representative and an Employer Representative of the Committee.
- d. Notes of the inspection will be recorded using the appropriate Health & Safety Inspection Check List form (Appendix B). Floor plans (found on MyOkanagan) will be used to denote locations of hazards where required.
- e. Inspectors should examine the previous summary inspection report and corrective action report to ensure that previous hazards were remedied and are not recurring.

¹² See Part 2, Division 10, Sections 68 – 72 of *The Act*.

¹³ See Sections 3.5 – 3.9 of *The Regulations*.

- f. Inspectors should review any safe work procedures for each area in order to identify and record unsafe actions or work methods.
- g. Any high-risk hazards and unsafe work practices requiring immediate correction must be immediately brought to the attention of the area supervisor and/or the Health and Safety Department for remedy without delay, pursuant to 3.9.
- h. Following completion of the inspection, the inspection notes, summary inspection report (Appendix B), and any supporting materials (*e.g.* pictures) will be shared electronically by the members performing the inspection and forwarded to the Health and Safety Department for review.
- i. A corrective action report for each hazard and unsafe action or work practice identified in the summary inspection reports will be prepared by the Health and Safety Department and provided for the Committee to review.
- j. Summary inspection reports and corrective actions shall be discussed by the Committee at the monthly meeting following the inspection. Any outstanding item(s) shall be placed on the action item list to seek resolution.

20C. Refusal of Unsafe Work

Under *The Regulations* 3.12, the supervisor or the Employer must investigate the matter reported in a refusal of unsafe work, and either correct the unsafe condition or deem the report not valid. If the worker continues to refuse work, the supervisor or employer must investigate in the presence of a Worker Representative of the JOHSC. An appropriate representative will be identified by the Worker Co-Chair.

20D. Other Assessments

Where applicable, members of the JOHSC should be invited to participate in other assessments. They can serve as members of the team or act in a consultative role as defined in *The Act* and *The Regulations*. If required, the Worker Co-Chair will identify a trained Worker Representative (or designated Alternate) from the JOHSC to participate.

21. Employer Duties (in addition to those under the legislation and regulation)¹⁴

Under the mandate of the JOHSC, The College will make the following records and reports available to the JOHSC, upon request, and at minimum seven (7) consecutive days prior to the next JOHSC meeting following the request by members of the JOHSC (the following is not an exhaustive list):

- Incident reports
- Incident and accident investigations
- Corrective action reports
- Inspection reports
- Training records

¹⁴ See, for example, *The Act* 42(2) and *The Regulations* 3.3(f).

- Employer policies and procedures
- Manufacturer specifications
- First aid statistics
- Time loss injury statistics
- Injury statistics (non-time loss)
- Near miss statistics

The College shall provide the administrative, clerical and whatever other resources are required for the functioning of the JOHSC¹⁵ to meet the requirements of this Terms of Reference, *The Regulations, The Act* and the Guidelines, as well the applicable collective agreements. This includes clerical and/or administrative support to take minutes of JOHSC meetings and their distribution.

22. Time from Work for Meetings and Other JOHSC Functions¹⁶

Time off for JOHSC members to perform these duties and functions will be deemed to be time worked for and by The College.

Members of the JOHSC are entitled to Employer-paid time off from work for all JOHSC functions, including, but not exclusive to:

- The Worker JOHSC members shall be given 30 minutes paid time prior to the JOHSC meeting to prepare for the JOHSC meeting.
- Time required to attend meetings of the JOHSC.
- Time that is necessary to fulfill any other duties and functions of the JOHSC, *e.g.* inspections, assessments, investigations, JOHSC annual evaluation, etc.

Committee Co-Chairs are required to perform additional duties throughout their term.

23. Records

The JOHSC and The College must keep the following records:

- The JOHSC must keep accurate records of all matters that come before it.
- The JOHSC, under the auspices of The College, will maintain copies of its minutes for a period of at least two (2) years from the date of the JOHSC meeting to which they relate.¹⁷
- The College will retain copies of the following for a minimum of ten (10) years or greater as specified by legislation and regulation:

¹⁵ *The Act* 42(1).

¹⁶ *The Act* 40.

¹⁷ *The Act* 43(2)(b).

- i. JOHSC meeting schedule
- ii. Names of all JOHSC members
- iii. Terms of Reference for the JOHSC(s) and site or local JOHSCs as applicable
- iv. JOHSC agendas
- v. JOHSC minutes (including sufficient details in order to explain agenda items, discussion, recommendations, follow-up, timelines, persons responsible, etc.)
- vi. Accident and incident investigations and reports of corrective action
- vii. Copies of worksite inspection reports and reports of corrective action
- viii. Worksite inspection schedules
- ix. Employee training records
- x. JOHSC member training records
- xi. Inspections, assessments, investigations, etc. including investigations, workplace inspections, risk assessments, hazard assessments, working alone assessments, ergonomics and MSI assessments, etc.
- xii. First aid statistics
- xiii. Time loss injury statistics
- xiv. Injury statistics (non-time loss)
- xv. Near miss statistics
- xvi. Any other reports and documents as required by legislation or regulation.

24. Confidentiality

Any medical information or personal information related to WorkSafeBC claims, incident or accident reports or any other information prohibited by legislation or regulation will be kept confidential by the JOHSC.

25. Posting of Materials in the Workplace

The JOHSC Co-Chairs will ensure the following documents are posted in the workplace:¹⁸

- i. JOHSC minutes
- ii. Names of JOHSC members
- iii. Workplace inspection reports
- iv. WorkSafeBC Orders and compliance reports, etc.
- v. Any other reports and documents as required by legislation or regulation.

Any reports will be housed in the library, with a notice posted on the JOHS bulletin board informing employees how to access the reports.

¹⁸ See *The Act* 44 for committee information the Employer must post.

26. Training & Educational Leave Entitlement (in addition to any collective agreement obligations)

The following applies to training for the JOHSC members:¹⁹

- The Occupational Health and Safety Regulation 3.27(2) and (4) establishes mandatory minimum training and education requirements for new JOHSC members and Worker Health and Safety Representatives.
- The College must provide the educational leave without loss of pay or other benefits. All reasonable costs associated with the training course will be paid for or reimbursed to the worker by The College. Reasonable costs include parking, lunch and travel if outside of the home campus location.
- Travel outside of the Okanagan Region must be pre-approved by the Health and Safety Department.
- New JOHSC members are required to be provided eight (8) hours of Employer-paid training as soon as practicable but no more than six (6) months after being selected in accordance with the mandatory list of topics provided in *The Regulations* 3.27(2) and (4).
- Additionally, all JOHSC members are entitled to eight (8) hours of Employer-paid annual educational leave or a longer period if prescribed by legislation or regulation, for the purposes of attending occupational health and safety training courses. This is in addition to any other collective agreement entitlements.
- The Worker Representatives on the JOHSC shall choose what training they receive, in consultation with their union.
- A member of the JOHSC may designate another member as being entitled to take all or part of the member's educational leave.

27. Evaluation

The Co-Chairs will conduct an annual self-evaluation in December to measure the effectiveness of the Committee.²⁰

Committee members will be informed when the evaluation will be taking place, and any feedback given to the Co-Chairs will be taken under advisement.

The self-evaluation will be reviewed at the January meeting and the Committee will have the opportunity to respond. The Co-Chairs will use the self-evaluation and information gathered to prepare a summarized list of priorities and actionable items for the Committee to make improvements.

¹⁹ Refer to *The Act* 41.

²⁰ As required under *The Regulations* section 3.26.

28. Amendments and Changes to the Terms of Reference

These Terms of Reference may be amended by a majority vote (fifty percent 50% plus one) of the JOHSC members.

Amendments must be noted in the meeting minutes and full amendments attached to the corresponding minutes.

Changes to the membership in Tables 1 and 2 shall be made without requiring a vote.

The Terms of Reference will be reviewed annually.

Approved:

Note: approval of JOHSC Terms of Reference includes all appendices.

Signature of Employer Co-Chair
Jordan Perrey

Date

Signature of Worker Co-Chair
Jasmine Korčok

Date

APPENDIX A – DUTY TO CONSULT

The following sections of The Occupational Health and Safety Regulation mandate when employers must consult with a joint committee or Worker Health and Safety Representative, and when documentation must be made available to the joint committee or Worker Representative.¹

Section	Provision
2.5	The Employer must provide the joint committee with copies of inspection reports.
3.8	Consultation required whenever a major mandatory inspection is conducted.
3.23(2)(m)	Joint committee contact information must be provided to new and young workers.
4.21(5)	The joint committee must be consulted in the development of procedures for working alone.
4.53(1)	Consultation required on ergonomic risk identification, assessment and control, worker education and training, and evaluation of compliance.
5.5	The joint committee must be consulted in developing a WHMIS program.
5.16	The joint committee must be provided with the safety data sheet (SDS) for any hazardous product being used, and 5.16.1 required toxicological data to be readily available to the joint committee.
5.54	The Employer must review annually any exposure control plan in consultation with the joint committee.
5.59	Consultation with the joint committee required on any investigation of symptoms due to overexposure to hazardous substances.
5.97	Consultation required on emergency plans being developed, implemented, and annually reviewed.
6.10	The Employer must make documents available to the joint committee that outline why an employer was not able to substitute asbestos for a less hazardous material.
8.33	Respiratory protection must be selected in consultation with the joint committee.
8.4	Consultation required on evaluation of workplace conditions.
8.6	Consultation required on the annual review of the personal protective equipment program (required to protect against a chemical exposure or oxygen deficient atmosphere).
9.11	Hazard assessment and confined space entry program must be done in consultation with the joint committee.

¹This list is not comprehensive and at present excludes Policy. Errors and omissions excepted.

APPENDIX B – HEALTH & SAFETY INSPECTION FORMS

The following pages contain the inspection check list form that should be used for inspections of office spaces and common areas. Other specialized areas, such as shops in Trades, have separate forms that should be used.

The inspection summary form can be used for all areas to summarize the results of inspections and to track corrective actions and work orders.

DRAFT

**HEALTH & SAFETY INSPECTION CHECK LIST
(For Office and Common Areas)**

Check Box

✓ **Satisfactory**

* **Action Required**

Building / Floor or room:	Inspection Date:
Department:	Last Inspection Date:

Completed Inspection Reports must be submitted to the local JOHS Co-Chairs for Committee review with a copy to the inspected area designate for corrective action, if any.

General Environment

- Sufficient Space (min 30" clearance)
- Comfortable temperature (W 20-25; S 23-28)
- Adequate ventilation (no plumes or mold)
- Adequate lighting
- Exit signs visible
- Other

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Floor Services/Stair wells

- Stair-treads and railings are in good condition
- Floor surface is adequate; dry and clean
- Walkways are clear
- Entrances and exits are not blocked
- No protruding nails, cords, or other trip hazards
- Other

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Furniture

- No jagged edges or corners
- Filing cabinets have interlocks (one drawer open)
- Cupboards or shelves are stable
- Heavy items are stored at knees to shoulder height
- Availability of step stool if needed
- Transportation carts are available
- Wheeled office chairs have five legs
- Other

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Fire Prevention and Fire Precautions

- Awareness of nearest fire extinguisher
- Fire extinguisher certified within past year and charged
- Emergency wardens posted
- Overhead sprinklers are not obstructed (min 18" clearance)
- Emergency exits are not barricaded
- Muster point identified
- Other

--

Hazardous Substances

- MSDS info available for local chemical use
- All chemicals are labeled properly
- All containers are secured
- Emergency procedures posted
- Other

--

**HEALTH & SAFETY INSPECTION CHECK LIST Continued
(For Office and Common Areas)**

Electrical and Electrical Equipment

- Moving parts on equipment have proper guards in place
- Outlets are grounded and have no exposed wiring
- No damaged plugs, cables, or worn insulation
- All power bars are free from damage and have surge protectors
- Approved space heaters are plugged directly into the wall outlet
- Other

--

Work Stations

- Staff understand how to adjust their equipment
-
- Other

--

First Aid

- Aware of emergency phone number local 6699
-
- Other

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Restrooms

- Restrooms are adequate
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- Other

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Kitchen Areas / Staff Rooms

- Furniture in adequate condition
- Appliances are used for food/beverages only
- Small appliances have auto shut off and no frayed cords
- Area is in reasonable state of cleanliness (dishcloths)
- Other

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Outdoor Areas

- Adequate lighting
- Walkways, steps and paths are free from hazard(s) and slips or trips
- Designated smoking areas are clearly indicated
- Railings secured properly
- "Salto" access doors are closed
- Other

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Inspector Names	Signature	Date

