

## Ingersoll Support Services Inc.

<b>Policy: Joint Health and Safety Committee (JHSC)</b>	<b>Policy # HS 3a</b> <b>Section: Health and Safety</b>
<b>Reviewed and Effective:</b> June 27 2018 <b>Date of Origin:</b> March 19 2009	<b>Ministry requirement - OHS, II,s.9</b>
<i>A Joint Health and Safety Committee, made up of employees and designated management representation, will meet regularly to discuss relevant health and safety issues. ISSI's joint health and safety committee will be representative of the entire workplace, including all of our work areas.</i>	

### **Procedure:**

#### **Joint Health and Safety Committee (JHSC):**

The JHSC will consist of employers and employees working together to improve health and safety in their work place. The Committee must be composed in the following ways:

- In workplaces in which fewer than 50 workers are regularly employed, the Act requires the committee to have a minimum of two (2) members. Where there are 50 or more workers regularly employed, the committee must have at least four (4) members or any other specific number prescribed in regulation
- At least half the members must be workers employed at the workplace who do not exercise managerial functions and must be selected by the workers. The employer is required to select the remaining members from persons who exercise managerial functions for the employer
- Unless otherwise prescribed in regulation, the Act requires that at least two (2) members of the committee (one representing workers and one representing persons who exercise managerial functions) be certified
- Members of the committee are entitled to time off from work for authorized activities related to the responsibility of the committee. Committee members will not be held personally liable for anything done or omitted in good faith

#### **Principle Functions**

The JHSC has four (4) principal functions:

- i. To identify actual and potential hazards;
- ii. To evaluate these hazards;
- iii. To recommend corrective action; and
- iv. To follow-up on implemented recommendations.

## Identifying and Evaluating Hazards

To carry out its functions, the JHSC is required to hold meetings and carry out regular inspections of the workplace. In some cases, the committee must also participate in the development of assessment reports and control-program reports required under designated substance regulations. In general, committee members are responsible for the following:

- Identifying and assessing actual and potential unsafe conditions or situations that may be a source of danger or hazard to employees. This is accomplished by:
  - **Physically meeting in the workplace at least once every three (3) months** (or as required for urgent matters) to discuss health and safety issues; and
  - Meeting minutes must be posted within one (1) week.
  - **Conducting health and safety inspections of the workplace at least once (1) every month** (further inspections may be taken during urgent matters)
  - Ingersoll Support Services and other employees must give the committee any information and assistance needed to carry out these inspections
  - Reviewing injuries and accidents
  - If a worker is killed or critically injured on the job, the committee has the obligation to inspect the scene of the accident and any machine, equipment, substance, etc. that may be connected with the accident
  - Being present at the investigation of a work refusal
  - Assisting with hazard identification and control, inspection and accident investigation reports
  - Receiving, considering, and addressing employee concerns, complaints and recommendations related to health and safety.

In fulfilling these responsibilities, committee members are entitled to:

- Obtain information from Ingersoll Support Services respecting:
  - The identification of potential or existing hazards related to materials, processes or equipment; and
  - Health and safety experience, work practices and standards in similar or other industries of which the constructor or employer has knowledge;

- 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;
- Be consulted about (and have a designated member representing workers present at the beginning of) testing 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.
- Request the annual summary of information from the Workplace Safety and Insurance Board about compensation claims related to the workplace of Ingersoll Support Services. This information includes:
  - Number of fatalities;
  - Number of lost-time injuries;
  - Number of work days lost;
  - Number of injuries requiring medical aid but did not involve lost work days;
  - Incidence of occupational illnesses; and
  - Number of occupational injuries.

### **Recommending Corrective Actions and Following-Up on Implemented Recommendations**

The JHSC has the power to make recommendations to Ingersoll Support Services on ways to improve workplace health and safety, including:

- The improvement of the health and safety of all employees;
- The establishment, maintenance and monitoring of policies, procedures, programs and measures respecting the health or safety of all employees; and
- The revision of existing and proposed health and safety policies, procedures and programs.
- Ingersoll Support Services will respond in writing to any written recommendations within twenty one (21) days of submission.

### **Confidential information**

Members of the JHSC may from time to time come across confidential information. Committee members may not:

- Disclose any information about any workplace test or inquiries conducted under the Act or regulations;
- Reveal the name of any person from whom information is received;
- Disclose any secret or trade information, etc.; and

- Disclose the results of any medical examinations or test of workers in a way that identifies the individual(s).

## **Management Responsibilities**

Ingersoll Support Services supports our JHSC and has instructed its members to carry out the committee's four (4) principal functions and any other activity that is in compliance with applicable health and safety legislation/regulations. With respect to the functions of our JHSC, Ingersoll Support Services is responsible for:

- Initiating the establishment of a JHSC and supporting its functions (as required);
- Selecting committee members who exercise managerial functions for Ingersoll Support Services to sit on the committee;
- Assisting and cooperating with committee members in the carrying out of their functions;
- Providing the committee with information relating to hazards in the workplace and any work practices and standards in similar industries;
- Providing the committee with a copy of all orders or reports issued to Ingersoll Support Services by a Ministry of Labour inspector;
- Informing the committee of any work related incidents involving injury, death or occupational;
- Consulting with the committee on the development of health and safety programs and policies (including training programs), where prescribed;
  - This includes advising the committee of the results of the assessment or reassessment of the risks of workplace violence and providing it with a copy of the assessment if it is in writing.
- Providing a committee member representing the workers with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace;
- Responding to written recommendations within twenty-one (21) calendar days;
- Providing any other specific information where prescribed.