



Joint Health & Safety Committee

Terms of Reference

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Executive Responsibility:	Senior Team

Definitions

The "College Community" refers to employees, students, volunteers, and contractors of Confederation College, as well as visitors to the College, including clients, patrons and members of the public.

Mandate

The goal of the Joint Health and Safety Committee (JHSC) is to promote the health and safety of the Confederation College Community.

Objectives

- In promoting the health and safety of the Confederation College Community, the JHSC will actively support the effective operation of the internal responsibility system of Confederation College.
- Committee members will work together to identify actual or potential hazards to the College Community.
- Committee members will conduct workplace inspections.
- The committee will make recommendations to the College pertaining to the establishment, maintenance and monitoring of policies, practices, procedures and programs regarding the health and safety of the College Community.

Membership

The *Joint Health & Safety Committee* membership will consist of

- Senior Manager, Public Safety (co-chair) along with a worker member (co-chair).
- 5 Managers representing the various buildings at 1450 Nakina Drive (McIntyre, Dorion, Shuniah). The 5 includes the Senior Manager, Public Safety.
- A minimum of 3, maximum of 4 support staff. It is preferable that representation will be from each of the 3 buildings (Shuniah, Dorion, McIntyre).
- A minimum of 3, maximum of 4 faculty. It is preferable that representation will be from each of the 3 buildings (Shuniah, Dorion, McIntyre).
- The Aviation Centre of Excellence shall have 1 manager and at least 1 work representative (to a maximum of 2 worker representatives).
- Organizational Effectiveness Representative.
- Student Union of Confederation College Inc. (SUCCI) Representative (ex-officio).

Governance and Reporting

The term of office for a committee member is two years. Membership is renewable, at the direction of the applicable union or employee group (in the case of worker members), or at the direction of the Executive Director, Organizational Effectiveness on behalf of the Senior Team (in the case of management members).

Committee members are entitled to such time as is necessary to prepare for and to attend JHSC meetings, and to conduct their work as members of the JHSC.

The JHSC will have at least one certified worker member and one certified management member for ACE and then at least one certified worker member and one certified management member for 1450 Nakina Drive.

The names, departments / schools and contact numbers of JHSC committee members will be posted in all Thunder Bay campus buildings, at the Public Safety - Security Services office, and on the College intranet

Meeting Procedures

The JHSC will meet every 3 months, February, May, August and November.

Committee members must submit agenda items to Organizational Effectiveness no later than ten days in advance of the meeting. A draft agenda will be forwarded to all committee members no later than one week in advance of each meeting.

Quorum will be upheld if there are more worker members than management members, and there is at least one representative from each of the buildings.

Decisions of the JHSC will be made by consensus of all attendant committee members, subject to the following exception: when an impasse occurs, and it appears that a consensus is not possible, or when a time-sensitive issue arises, decisions of the JHSC will be made by majority vote, being one half of the attendant membership, plus one, as long as quorum is met.

Commencing in August 2019 and annually thereafter in March, the committee shall establish: (1) a roster of workplace inspection teams, each team consisting of a worker member and a management member or two worker members, who will be available to conduct workplace inspections on behalf of the JHSC, and (2) an annual schedule of inspections at each of the buildings / facilities.

Commencing in November 2019 and annually thereafter in June, the members of the JHSC representing workers shall select one certified worker member to become the certified worker member for the JHSC for the purpose of work stoppages. The Management Co-Chair of the JHSC will serve as the certified management member for the purpose of work stoppages. These certified members are the only certified members authorized to implement bilateral and unilateral work stoppages.

Commencing in November 2019, and annually thereafter in June, the committee shall establish a roster of worker members who will be available to conduct incident investigations on behalf of the JHSC in the event of the occurrence of a critical injury or fatality. The JHSC will supply that roster to the Senior Manager, Public Safety, who will rely on that list in requesting a JHSC member to be present at an incident investigation.

Organizational Effectiveness will maintain the official working documents of the JHSC, including minutes, reports, correspondence, workplace inspections reports, copies of Ministry of Labour reports or orders, committee membership files, and such documentation as the JHSC deems necessary.