



ESSEX-WINDSOR EMERGENCY MEDICAL
SERVICES
and
CUPE Local 2974.2

Joint Health & Safety Committee

TERMS OF REFERENCE

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Vision Statement

The Joint Health & Safety Committee has a vision to provide a safe and healthy environment with the belief that all workplace accidents and hazards are preventable. The safety and health of all employees of the Corporation of the County of Essex and Essex-Windsor EMS is an integral part of the JHSC and is the first priority in all aspects of this committee.

Mission Statement

The Corporation of the County of Essex, Essex-Windsor EMS and CUPE Local 2974.2 will work together to prevent any and all injuries that might occur while staff are performing their duties or are engaged in the day to day operations of Essex-Windsor EMS.

The Joint Health & Safety Committee shall promote prevention of accidents and injuries to all workers through education, inspections and communication of all possible hazards of all work sites to management and workers. The JHSC shall work together expeditiously and assist to resolve, repair, and report any hazards to prevent further injury or exposure to all employees and to make it a safe working environment.

Essex-Windsor EMS and CUPE acknowledge that the Joint Health and Safety Committee can only be successful in carrying out their requirements under the Occupational Health & Safety Act if both the Employer and the Union work collaboratively by communication between the parties and follow the Act specifically relating to Sections 8 through 65.

The Terms of Reference are implemented in order to assist Health and Safety Representatives and the Joint Health and Safety Committee to effectively carry out their responsibilities in accordance with the Ontario Occupational Health and Safety Act, R.S.O 1990, and any amendments since and any other legislation, Federal/ Provincial laws, and local municipal bylaws.

Committee Structure & Selection

The Joint Health & Safety Committee will consist of equal members (50/50) both from Management and the Union. These members will be selected by each party as per their own internal selection process and will meet or exceed all requirements of the OHSA. Should a position on the committee become vacant on either side those positions must be filled within (30) thirty days.

Committee Co-Chairs

Both Management and the Union will select a Co-Chair to represent their side as per the parties internal policy selection process.

Each Co-Chair will hold that position up to (1) one year or if that position becomes vacant it must be filled within (30) thirty days of vacancy. If either side Co-Chair wishes to continue on in that position beyond (1) one year it will be up to the discretion of each party.

Each Co-Chair shall chair the meetings on a rotational basis. The Co-Chairs shall facilitate the operations of the committee and maintain the actions of each member to promote equality.

Certified Members

Essex-Windsor EMS/ CUPE Local 2974.2 and The Corporation of the County of Essex have strived to make sure that all members of the JHSC have been certified therefore any current or future members must be certified within a (1) one year time frame of commencement of the committee.

Alternates

Both Management and the Union shall select a minimal of (2) two alternates. These members will be contacted to replace members who should be unavailable to attend JHSC meetings or if any such incident that might require a JHSC representative to be present on the approval by each Co-Chair.

Notice of Meetings

Notice of meeting reminder will be sent to all members of the committee within (10) ten days prior to the meeting date.

Agenda

Agendas must be sent to all members of the JHSC (7) seven days prior to the meeting date either by hard copy upon request or by emails provided. If a member of the committee wish to submit a topic for the agenda it shall be submitted no less then (3) three days prior to the Co-Chairs sending out the agenda. Should a topic come to the attention of a member or the committee as a whole it may be discussed the day of the meeting upon approval of the members present.

JHSC Meetings

The Joint Health & Safety Committee will hold a meeting every (3) three months to meet the requirements of the OHSA. These meetings will be scheduled in December for the whole year and the Co-Chairs will decide where and what time the meetings will commence. Each member will be required to inform the Co-Chairs either by phone or email within (7) days of the meeting if they will be attending. If a member is unable to attend they must make arrangements to be replaced by an alternate. If an emergency meeting be required the Co-Chairs will contact all members of the committee so arrangements can be made for attendance.

Quorum

Every attempt shall be made to assure there are equal members from both Management and Union present.

The minimal requirements must be (2) members for each side to have a quorum and should this not be met the meeting must be rescheduled immediately within (7) seven days.

Meeting Minutes

Meeting minutes shall be completed and signed off within (21) twenty-one days of the meeting date.

These minutes will be signed by both Co-Chairs from Management and the Union and distributed immediately either by hard copy upon request or to each member by the emails provided.

Minutes must be present at all meetings for review.

Voting

All issues that arise out of the meeting must be voted on and recorded and place in the minutes. In order to be passed there must be a majority.

If a dispute arises where it can't be resolved by the committee a third party must be called in and discussions between the parties must commence and resolution must be accomplished immediately that day. If this process fails the JHSC will contact the MOL for assistance.

Payment of Wages

All members of the committee shall be paid (1) one hour prep. time for each meeting they attend and shall be paid for duration of the meeting as per the OHSA and or should that member be working they will be replace without loss of pay.

Inspections

Inspections of each work site will be scheduled by the 15th of each month unless changed by the JHSC.

Those members of the committee who are performing inspections shall be paid as per the OHSA.

Inspection reports must be completed on that day of the inspection and signed by both members and submitted to the Co-Chairs for submission to management. The inspection reports must be distributed to all members of the committee either by hard copy upon request or by email as provided. Inspection reports must be present at all meetings for review.

Upon inspection of the work sites should a possible hazard be found this hazard must be reported immediately to Management and recorded on the inspection report and mitigated by the inspection team ,if possible.

Recommendations

If a member of the committee or should the JHSC wish to submit a recommendation at the quarterly meeting this form must be completed by the Co-Chairs and signed and submitted to Management within (3) three days of the meeting and shall be attached to that meeting minutes for review.

Should the recommendation require a certain time frame for answer approved by the JHSC beyond (21) twenty-one days it must be placed on the form or all recommendations will default back to the timelines stated in the OHSA.

If a recommendation should come out of the inspections of work sites it will be submitted on the proper form to the Co-Chairs who will review it immediately, sign it, and submit it to Management and to all other members of the committee either by hard copy upon request ,or by the emails supplied by the JHSC.

Resources

If the JHSC or a committee member wish or require outside resources to come in and have discussions on topics it must be submitted to the Co-Chairs in writing for approval (10) ten days in advance.

Accident Investigations

All accidents that occur in the workplace must be reported to the JHSC at the next H&S Committee Meeting to review and discuss possible solutions and do accident prevention.
If a critical injury or death should occur in the workplace one member of the committee from Management and the Union(Certified) will be contacted immediately so they may do an investigation on a rotational basis with pay as per the OHSA.
A written report shall be submitted to the Co-Chairs, JHSC and Management upon completion of the investigation and will be placed on the agenda for the next meeting.

MOL Workplace Inspections

If the Ministry of Labour is required to inspect the workplace there will be one member from Management and the Union (Certified) present on a rotational basis without lost of pay to follow through until the Inspector either issues orders or recommendations.
The compliance form shall be signed by those two members and posted in all work sites and delivered to the JHSC either by hard copy upon request or by emails provided.

Workplace Testing

If workplace testing occurs one member from Management and the Union (Certified) must be present on a rotational basis during the testing till completion. Both members must submit a report in writing to the Co-Chairs who will then submit to the JHSC, Management either by hard copy upon request or by emails provided. This report must be present and placed on the agenda for the next meeting. Those members doing the testing will be compensated for their wages as per the OHSA.


Work Refusals


Investigations of work refusals must be completed by one member from Management and the Union (Certified) without loss of pay on a rotational basis. Should this refusal not be resolved between the two members the MOL must be contacted as per the OHSA.

Annual Review


In December of each year the JHSC will review the H&S Policy, TOR and any other document and should changes be proposed they will be voted on and changes will be made for January.


Accepted and Agreed



David Jacobs, JHSC Co-Chair


Date



Dan Suvadjzin, JHSC Co-Chair


Date