

**Terms of Reference
Family Medicine
Joint Health and Safety Committee**

Committee Jurisdiction

- 1.1 The Family Medicine Joint Health & Safety Committee's (referred to hereafter as "The Committee") jurisdiction covers the Department of Family Medicine's facilities at 220 Bagot Street and Haynes Hall. Information regarding the committee and its activities will be posted on the Departmental Safety Boards in both locations).

Committee Structure

- 2.1 The Committee shall consist of four (4) members with half the members selected by the Employer and half the members selected by the employees.
- 2.2 There shall be two (2) Co-Chairs. One Co-Chair shall be selected by the worker members. The other selected by the employer members.
- 2.3 The Committee shall have a minimum of two (2) certified members, one (1) representing the workers and one representing the Employer.
- 2.4 The Committee will be supplied a secretary by the Employer.
- 2.5 A list of members and their location in the workplace shall be posted on the Departmental Safety Bulletin Boards.

Committee Functions

- 3.1 To achieve the spirit of the Occupational Health and Safety Act, the functions of the Committee shall be:
- a) to help identify, evaluate and recommend a resolution of matters pertaining to occupational health and safety in the workplace to the appropriate official;
 - b) to encourage adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act and to deal with ;
 - c) to address matters related to all Regulations under the Act, including WHMIS and Designated Substances where applicable, deal with any occupational health and safety matter that the Committee deems appropriate, and to receive copies of all reports as required by the Occupational Health and Safety Act;
 - d) to deal with any occupational health and safety matter that the Committee deems appropriate;

Committee Members Entitlement

- 4.1 Committee members shall be given adequate release time from their job duties to participate in activities associated with carrying out their duties as members of the Committee. All time spent in attendance at Committee meetings or in activities relating to the function of the Committee will be paid for at the member's appropriate rate of pay for performing work, and the time spent is to be considered as time at work.
- 4.2 Committee members shall be entitled to a minimum of one (1) hour or such longer period of time as each Committee determines is necessary to prepare for each Committee meeting.
- 4.3 If committee members are required to use their personal automobile to perform their duties, as per article 5.1 and 5.2, they shall be paid their mileage in accordance with the applicable established rate under the collective agreement or the workplace policy rate.

Committee Meetings

- 5.1 The Committee shall meet at least every three (3) months on a regularly established schedule. The schedule shall be predetermined and approved by the Committee. Any changes to the meeting schedule must be approved by the Co-Chairs.
- 5.2 The Co-Chairs may call a special emergency meeting to deal with issues of an urgent matter at any time with joint agreement of the Co-Chairs.
- 5.3 A Co-Chair may, with the consent and approval of the other Co-Chair, invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person shall not participate in the regular business of the meeting.
- 5.4 The Committee shall have a quorum of fifty percent plus one (50%+1) members present in order to conduct business. One Co-Chair must be present in order to conduct business and chair the meeting. The number of Employer members present shall not be greater than the number of worker members present.
- 5.5 The Co-Chairs will jointly prepare an agenda and forward it to all Committee members at least one (1) week in advance of the meeting.
- 5.6 All items raised from the agenda will be dealt with on the basis of consensus rather than by voting. Consensus is defined as meaning the collective opinion and general agreement of the members of the Committee in attendance.
- 5.7 Prior to the meeting, or at the beginning of the meeting, new health and safety issues may be added to New Business on the Agenda. If time allows these items will be discussed. If there is not sufficient time, the item will be deferred until the next meeting.

- 5.8 The secretary will type and circulate draft minutes to the Committee within one (1) calendar week. When the minutes are approved at the next meeting, a copy will be sent to the Department of Environmental Health and Safety (for posting on their website). A copy will also be forwarded to the Departmental Safety Officer for posting on the departmental safety bulletin board.
- 5.9 Names of Committee members will not be used in the minutes except to record attendance, or for the specific purpose of identifying specific action items from the Committee meeting

Committee Recommendation

- 6.1 Recommendations made by the Committee will be submitted by the Co-Chairs on the recommendation form available on the Department of Environmental Health and Safety's website (<http://www.safety.queensu.ca/jh&sc/forms/recform.pdf>).
- 6.2 The signed recommendation will be forwarded within three (3) days to the Head of Family Medicine and a copy will be sent to the Director of Environmental Health and Safety.
- 6.3 The Employer shall respond within twenty-one (21) days of receipt of the recommendation. The written response shall indicate the employer's assessment of the recommendation and specify what action will or will not (with explanations) be implemented. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.
- 6.4 The response shall be included on the agenda of the next scheduled meeting.

Dispute Resolution

- 7.1 Items unresolved by the Committee after two (2) regular scheduled meetings will follow dispute resolution as outlined in the Occupational Health and Safety Act.
- 7.2 Either Co-Chair may send a recommendation of the disputed item to the Head of Family Medicine, and to the Director of the Department of Environmental Health and Safety for resolution.

Workplace Inspections

- 8.1 The Committee members who represent workers shall designate members to inspect the physical condition of the workplace. A management member may accompany the worker representatives.
- 8.2 The entire workplace shall be inspected on a monthly basis.
- 8.3 All occupational health and safety concerns raised during the inspection will be recorded on a workplace inspection form and signed by the member(s) performing the inspection.

- 8.4 The workplace inspection form will be forwarded to the Co-Chairs of the Committee, the Head of Family Medicine and to the Director, Environmental Health and Safety within seven (7) days of the workplace inspection.
- 8.5 The Employer shall respond within twenty-one (21) days as to the status of all items on the inspection report. For items that require more than twenty-one (21) days to resolve a time line will be given with status updates on a regular basis until completion.
- 8.6 The inspection items will remain on the agenda until resolved.

Accidents and Accompaniment

- 9.1 The members of the Committee representing workers will designate worker members (and/or alternates if required), to investigate all serious workplace accidents, and review incidents that have the potential for a critical accident. A member representing management may also investigate these incidents.
- 9.2 The members of the Committee representing workers will designate worker members (and/or alternates if required) to accompany the Ministry of Labour Inspector during Ministry inspections of the workplace.
- 9.3 The members of the Committee representing workers shall designate a worker member (and/or alternate if required) to investigate work refusals.
- 9.4 The members of the Committee representing workers shall designate a worker member who shall be consulted concerning proposed workplace testing strategies related to industrial hygiene, and shall be entitled to be present at the beginning of such testing.

General

- 10.1 All employees will be encouraged to discuss their occupational health and safety concerns with their immediate supervisor before bringing it to the attention of the Committee.
- 10.2 Committee members will thoroughly investigate all unresolved health and safety concerns to get all the details and will exchange these details when searching for a resolution to the problem. All complaints reported to each Committee will be included on the agenda and applicable resolutions will be reported in the minutes.
- 10.3 The Co-chairs of each Committee will be provided with incident reports as per the Occupational Health and Safety Act.
- 10.4 The Co-chairs of each Committee will be provided with the injury statistics for their area on a bi-annual basis.

- 10.5 The Committee will be provided other health and safety information on a regular basis, by the Department of Environmental Health and Safety, so that issues can be addressed in a timely manner.
- 10.6 Medical, personal or trade secret information will be kept confidential by all Committee members.
- 10.7 At least annually each Committee shall review this Guideline document and recommend revisions as required to ensure continued compliance with the "Act" and applicable legislation.