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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Joint Occupational Health & Safety Committee

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POLICY

It is the policy of Community Living Thunder Bay to establish a Joint Occupational Health and Safety Committee.

PURPOSE

To ensure that operational activities remain safe and productive.

RESPONSIBILITY

It is the responsibility of the Executive Director to ensure the establishment of a Joint Occupational Health and Safety Committee.

GENERAL MANUAL PROCEDURE

TOPIC: JOHSC

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PROCEDURE:

1. The composition of the Joint Occupational Health and Safety Committee will consist of representatives from workers and management. (OHS Act Section 9 (6) b))
2. At least half the members of the committee must represent workers. (OHS Act Section 9 (7)). Ideally the Committee will consist of members that work in various programs i.e. Monty Parks, Griffis & residential.
3. At least one member representing management and one member representing workers will be certified members. (OHS Act Section 12).
4. The union will elect/select one worker representative to be the Worker Co-Chair.
5. The Management group will appoint a management representative to be the Management Co-Chair.
6. A list of committee members will be posted listing the names and work location of each member.
7. A schedule of monthly inspections will be developed annually by the Co-Chairs.
8. The committee will inspect the facilities for hazards on a monthly basis as per the inspection schedule.
9. The committee will meet every month (except July & August) and/or as necessary or by order of the Minister.
10. The committee will maintain and keep minutes of all meetings and make them available to employees and a Ministry Inspector if required.
11. All members of the committee are entitled to one hour preparation time during regular work hours and paid time for attendance at meetings and such other time as is necessary to carry out the member's duties.
12. Committee meetings will be held during regular work hours if possible.