Joint Occupational Health & Safety Committee - Terms of Reference

Mandate

The Joint Occupational Health & Safety Committee shall provide a forum whereby representatives of all Employee groups and the Employer can identify workplace health & safety hazards and make recommendations to reduce or eliminate such hazards. It is the firm belief of Western and its Staff that only through the joint effort of all parties can the University maintain a safe and healthy environment in which to work, study, and conduct research.

1- Duties of Committee

1.00 The Committee shall fulfil all Legislative requirements of the Occupational Health & Safety Act, which may include but is not limited to:

1.01 Identify any situation or practice that may be a source of danger or hazard to workers or other members of the University community.

1.02 Make written recommendations to the University Health & Safety Committee:
   (a) for the improvement of the health and safety of Workers or other members of the University community.
   (b) for establishment, maintenance and monitoring of programs, measures and procedures pertaining to health or safety of Workers or other members of the University community.

1.03 Obtain information from the University concerning:
   (a) identification of potential or existing hazards of materials, processes or equipment.
   (b) health and safety experience or work practises of which the University has knowledge.

1.04 Obtain information, be consulted about and have the opportunity to have a designated Worker member present, to validate testing procedures or test results, at the beginning of any testing conducted in or about the workplace for the purpose of occupational health and safety.

1.05 All Employees of the University have the right to participate in the resolution of health and safety concerns. These items, together with items arising from Inspections, may be brought forward to the committee for discussion and agreement as to action. Progress reports will be given at each meeting until resolution.
2- Member Certification

2.00 A minimum of one Employee and one Employer representative shall receive the training necessary to become *Certified Members* as defined by the Occupational Health & Safety Act.

3- Inspections

3.00 On a rotation basis Worker members shall inspect a portion of the workplace. Over the course of one year all areas of the workplace shall be inspected.

3.01 Occupational health and safety concerns raised during Inspections will be recorded on a workplace inspection form, and the relevant department informed of the need to address the issue.

3.02 The Committee shall be appraised as to the status of outstanding items as part of each meeting.

3.03 Workplace Inspections shall follow Western Safety Procedure/Guidelines (Number: 96-03) Internal Inspection Program.

4- Critical Injury Investigation

4.00 Employee representatives shall designate their member/s to inspect the worksite and any machine, device or thing in order to investigate an accident that fatally or critically injures an Employee.

5- Meetings

5.00 The Committee shall meet on an approximate six (6) week schedule unless otherwise agreed to by the Co-Chairs. The Committee will break in the summer months provided that the period of time between committee meetings will not exceed three months.

5.01 Records will be maintained and kept in the office of Health Safety and Well-Being; this would include minutes, reports, recommendations and any other documents pertaining to the committee activities. These documents may be at any time accessed by the Chairs and/or by outside governing bodies.
5.02 The Co-Chairs will have rotation of duties, alternating the chairing of the JOH&S meetings.

5.03 The Co-Chairs prior to distribution to members shall review and agree to minutes of the meetings.

5.04 The Committee shall be provided with the following resources by the University:
   (a) Secretary; to record minutes, compile the agenda as set by the Co-Chairs, notify members of meeting times and locations, notify both Co-Chairs when there will not be quorum, distribute minutes and any relevant resource material to Committee members prior to each meeting.
   (b) Members of the office of Health Safety and Well-Being; Committee resources and support for Workplace inspections.

6- Administration of Committee
6.00 In the nearest meeting to July 1st of each year, the Committee will review the Terms of Reference and recommend revisions to ensure continued compliance with the Occupational Health & Safety Act and the evolving needs of Western and its community.

Membership and Voting

6.01 The following employee groups may have voting representation on the Joint Occupational Health & Safety Committee:
   ➢ UWOFA (University of Western Ontario Faculty Association) Two voting members
   ➢ UWOSA (University of Western Ontario Staff Association) Two voting members
   ➢ OPSEU (University of Western Ontario Police) One voting member
   ➢ PMA (Professional and Managerial Association). One voting member
   ➢ CUPE Local 2361 One voting member
   ➢ CUPE Local 2692 One voting member
   ➢ IUOE Local 772 One voting member
   ➢ PSAC 610 One voting member
   ➢ SAGE One voting member

Each employee group can provide the voting member/s and alternate/s for committee representation; only the voting member is required to attend meetings, however, the
alternate member is encouraged to attend all meetings when possible. Only if the voting member is unable to attend a meeting will the alternate assume voting rights. If the voting member holds a chair position, then the alternate will be required to attend meetings until such term is complete.
To prevent smaller employee groups suffering hardship to attend all meetings, but also retain a mechanism for them to attend, at their choice, Unions/Associations of employee groups with less than 15 members shall have the option of having no designated JOH&S member. The President of these Unions/Associations will be provided with all JOH&S agendas, minutes, accident reports and any other JOH&S resource materials that Committee members receive. When the Union/Association Presidents wish to attend the meeting/s they will be included at any JOH&S meeting/s, with voting privileges. Meanwhile, as these groups have no designated JOH&S member, they would not affect quorum at the remainder of meetings.
The University shall appoint members to act as Employer representatives. The number of Employer representatives shall not exceed the number of Employee representatives.

Term

6.02 All Employees groups of the University will set terms for participating staff members. The minimum to be a 2 year term that can be renewable with no maximum. In the meeting nearest to September 1st of each year, prior to the commencement of the JOH&S meeting, designated Employee representatives shall select one of their own members to act as Co-Chair. There is no limit on the number of annual appointments a Co-Chair may serve. It will be assumed that all designated Employee representatives will be available to serve as Co-Chair unless information to the contrary is received prior to the selection process.

Quorum

6.03 Quorum for committee meetings shall consist of at least one Co-Chair, at least one Employer representative and a total number of members representing at least 50% of the designated voting Worker members. Meetings may be held without quorum if there is no objection from any member present. Such meetings will be to provide information and updates only. Items that must be voted upon will be held over until the next meeting where quorum is present.

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