



# Health & Safety Resource List

Resource Listing for Health and Safety in the workplace <http://www.preventiondynamics.ca>

|   | Phone          | Website  |
|---|----------------|--|
| Ministry of Labour                                  |                | <a href="http://www.labour.gov.on.ca">www.labour.gov.on.ca</a> |
| Workplace Safety & Insurance Board                  | (800) 387-0750 | <a href="http://www.wsib.on.ca">www.wsib.on.ca</a>             |
| Construction Safety Association of Ontario          | (800) 781-2726 | <a href="http://www.csao.org">www.csao.org</a>                 |
| Education Safety Association of Ontario             | (877) 732-3726 | <a href="http://www.esao.on.ca">www.esao.on.ca</a>             |
| Electrical & Utilities Safety Association           | (800) 263-5024 | <a href="http://www.eusa.on.ca">www.eusa.on.ca</a>             |
| Industrial Accident Prevention Association          | (800) 406-4272 | <a href="http://www.iapa.ca">www.iapa.ca</a>                   |
| Occupational Health Clinics for Ontario Workers Inc | (877) 817-0336 | <a href="http://www.ohcow.on.ca">www.ohcow.on.ca</a>           |
| Ontario Service Safety Alliance                     | (905) 614-3000 | <a href="http://www.ossa.com">www.ossa.com</a>                 |
| Transportation Health and Safety Association        | (800) 263-5016 | <a href="http://www.thsao.on.ca">www.thsao.on.ca</a>           |
| Canadian Centre for Occupational Health and Safety  |                | <a href="http://www.ccohs.ca">www.ccohs.ca</a>                 |



# Health & Safety

## Joint Health & Safety Committee

### Structure:

The legal requirements:

- Companies with less than 20 employees are not required to have a JHSC
  - For workplaces between 5-20 employees, workers must select from among themselves, one person to be a Health & Safety Representative
- With less than 50 employees, the JHSC should have a minimum of 2 members
- More than 50 employees requires at least 4 members
- Your committee must be 50/50 - equal parts workers and management
- The MOL can also mandate a JHSC if you have a toxic substance or if designated substance regulations apply to your workplace

### Responsibilities & Requirements:

- Meet every three (3) months or more often if requested by MOL, and maintain minutes and readily available upon MOL request
  - Minutes also need to be signed by the co-chairpersons and posted in the workplace within one week of the meeting
- Members entitled to time and pay for preparation and attendance of meetings
- Purpose is to identify hazardous situations in all areas of the workplace
- Be involved in any training or instruction for workers involved with hazardous materials

- Each member has the responsibility to:
  - Contribute their experience and ideas to the JHSC discussions.
  - Listen to concerns and suggestions made by the managers or employees outside the JHSC and ensure they are referred to the supervisors or to the JHSC as appropriate
  - Learn about H&S

#### **Worker Members:**

- Responsible for monthly workplace inspections (facility can be divided into sections)
- If a worker refuses unsafe work, worker member works with inspector during investigation

#### **Tips for an Effective JHSC:**

- Safety initiatives, documentation, training and representation on the JHSC must reflect the majority language in the workplace, as well as English
- Follow-up and evaluate the effectiveness of any implemented solutions
- The JHSC must have two co-chairpersons
- Helpful to have a secretary/administrator for meetings (*rotate this position among the members!*)
  1. Compile agendas
  2. Notify members of meeting times and locations
  3. Notify co-chairs if quorum will not be met
  4. Ensure accuracy and distribution of meeting minutes
  5. Circulate minutes, reports and other information
  6. Ensure follow-up for items recorded in past minutes

#### **A Good Foundation**

Make sure to have the following covered and in detail on how your committee plans to conduct itself on the following items:

- Statement of the JHSC purpose
- Departments / areas represented
- Powers and functions of the JHSC
- Record keeping
- Minutes of meetings
- Agendas for meetings- 4x's annually
- Composition of the JHSC
- Frequency of meeting
- Resolutions process
- Term of office
- Rotation of chairpersons activities

## Internal H&S Documentation

Be ready when the MOL Inspector comes to your door! Accident Reports should be:

- Readily available and in order by date
- Filled in completely
- Signed off by the certified management rep
- Signed off by the certified worker rep

Now you can use this information to analyze the records to reveal patterns:

- Location of injury - physical and geographical
- Time of accident and job activity at time of injury
- Years of service and training of worker

## Written Plans

They should include:

- The identification of the hazard, through sketches or photographs. Include in this description of the process and workplace layout. For example: your JHSC feels they need mirrors in the warehouse for the forklift traffic and pedestrian walkways
- Include details about relevant previous accidents and investigations. For example: you have had 2 forklift accidents that had involved head on collisions on certain corners of the warehouse in the past 3 months
- Describe the process and workplace layout. Use visuals for where you want the mirrors to be placed, the number required and describe what it will take to put them up

Recommendations should include:

- Options
- A recommended time frame for action; sense of urgency is required for immediate changes
- An analysis of the hazard, including the assessment information
- Date of the recommendations- as your employer must respond in writing to written recommendations within 21 days.