



## Campus Services Joint Health and Safety Committee

### TERMS OF REFERENCE

#### **Preamble**

McMaster University, Campus Services (encompassing employees from the departments of Facility Services, Security and Parking Services, and Human Resources employees residing in the Campus Services Building), has established programs regarding Occupational Health and Safety. These programs encourage the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.

The employer has established a Joint Health and Safety Committee, under the Occupational Health and Safety Act, represented by both management and workers. This committee has specific duties under the Occupational Health and Safety Act, as outlined in this document, that they must perform.

#### **Function of the Committee**

##### Accident/Incident Reports

All worker members will be required to investigate critical injuries and accident/incident reports. The *Schedule of Investigations* is to be established by the committee.

##### Workplace Inspections

Each worker member of the committee will inspect the physical condition of the workplace. The areas to be inspected by the committee members are limited to the areas under the direct control of the department of Facility Services including Parking and Security. The inspections will be done at least once per month in accordance with a *Schedule of Inspections*, established by this Joint Committee. The *Schedule of Inspections* will provide for a rotation of worker committee members.

The inspections will be conducted by one worker H&S committee member, one manager H&S committee member, and where possible the supervisor responsible for the facilities being inspected.

All occupational health and safety concerns raised during the physical inspection will be recorded on an appropriate workplace form and signed by the committee members performing the inspection. Original copy will be provided to the supervisor who is responsible for the facilities inspected.

#### **Meetings**

##### Frequency

Meetings are to be held once each month. Some adjustment may be required during the summer months.

### Agenda

The co-chairpersons will jointly prepare an agenda for the next scheduled Committee meeting, and forward a copy of the agenda to all Committee members one week in advance of the meeting. The Joint Committee will accept any item on the agenda as proper for discussion and resolution pertaining to occupational health and safety, except to amend, or alter any Collective Bargaining Agreement. All items raised from the agenda will be dealt with on the basis of consensus, rather than by voting. Formal motions will not be used.

All items that are resolved will be clearly noted, and will not be reopened unless new information is established by a Committee member that substantially alters the previous Committee decision. All unresolved items will be noted in the minutes and placed on the agenda for the next meeting.

Any agenda items that remain unresolved after two regularly scheduled committee meetings will be referred to the Assistant Vice-President of Facility Services and Senior Manager Health Safety and Risk Management for resolution.

### Minutes

The Joint Committee will designate a secretary to take the minutes of the meeting, and being responsible for having the minutes published within one week of the meeting. The minutes are to be circulated to all Committee members.

The minutes of meeting should be in a standard format developed by McMaster University and contain information:

- pertaining to details of the matters discussed,
- describing reported concerns and resolutions,
- identifying the person responsible for follow-up, and
- establishing a target date for resolution.

### Quorum

50% of the worker members of the committee plus one worker representative shall constitute the quorum. This shall exclude advisory members.

### Notice

The minutes of the previous meeting will indicate the date, time and place of the next meeting, and must be sent to the members not less than one week before the meeting. This will constitute notice of a meeting.

## **Representation on the Committee**

The Committee shall consist of:

- eight workers from Facility Services (includes representation from SEIU i.e. Custodial Services, Grounds, Maintenance Services, Materials Handling and Trucking, and IUOE Utilities Services);
- one worker representing Security;
- one representative from Parking; and
- four from management representing Facility Services and Parking and Security Services.

Representation as of January 2007 includes custodial representation for the night shift (one worker member) and the casual workers (one worker member). Representation as of January

2008 includes one representative from the CAW. Representation as of January 2009 includes one representative from Human Resources (CSB).

A worker co-chair will be selected from and by the worker members of the Committee. The Assistant Vice-President of Facility Services will appoint a manager co-chair. The Co-Chair positions will be reviewed on an annual basis.

Each committee member is to have Basic Certification..

## **Duties of the Committee Members**

### Members Duties

To know and understand the Occupational Health and Safety Act.

To ensure that the Joint Health and Safety Committee minutes are posted in their work area.

To ensure that health and safety matters are communicated to all staff in the departments of Facility Services and Security and Parking Services and Human Resources (Campus Services Building).

### Specific Duties of Co-Chairpersons

Ensure that the Committee carries out its responsibilities under the Occupational Health and Safety Act and these terms of reference.

Assist new members to understand their role and provide necessary information.

Assign special investigations and ongoing projects.

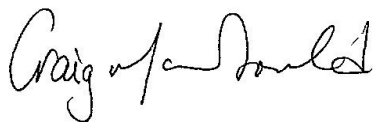
Preside at each regular meeting.

### Specific Duties of Management Co-Chair:

To represent the employer as outlined in Section 9(16) of the Act.

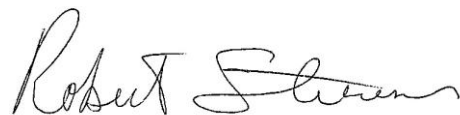
### Specific Duties of Worker Co-chair

To represent workers as outlined in Section 9(15) of the Act.



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Management Co-Chair



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Worker Co-Chair

Updated January 2011