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THE JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE: UNIVERSITY AND SECTORAL COMMITTEES

0. PREAMBLE

This document sets out the structure of the Joint Occupational Health and Safety Committee at the University of Ottawa and the terms of reference of the Committee's constituent parts. The committee is established pursuant to requirements of the Ontario *Occupational Health and Safety Act*. Instead of being set up directly under Section 9 of the Act, the committee is established by order of the Minister of Labour.

The JOHSC, as set out herein, is established by ministerial order under Section 9 of the *Occupational Health and Safety Act*.

1. GENERAL

1.1 Introduction

Under the provisions of the Ontario *Occupational Health and Safety Act* (OHSA), workers and employers must share the responsibility for occupational health and safety. The Act sets up an internal responsibility system that involves everyone, from individual employees to the institution's upper management.

The Act provides for the establishment of a joint health and safety committee, composed of people who represent the employees and the employer. Together, they are committed to improving health and safety conditions in the workplace.

The committee is an advisory body that helps recognize workplace risks and then recommends solutions, and helps stimulate awareness of occupational health and safety issues.

Except where it is modified by virtue of ministerial approval of these terms of reference under subsection 9(4) of the Act, the Act applies to the Joint Occupational Health and Safety Committee described herein.

1.2 Committees

At the University of Ottawa, there exists a single joint occupational health and safety, named the UNIVERSITY JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (UJOHSC), which will act solely as the Multisite Health and Safety Committee. The UJOHSC includes representation from the three FUNCTIONAL OCCUPATIONAL HEALTH AND SAFETY COMMITTEES (FOHSC), which are:

- The Office Safety Committee
- The Laboratory Safety Committee
- The Protection and Facilities Committee

The UJOHSC is predominantly concerned with University-wide issues, with emphasis on (i) policy recommendations, (ii) activities which concern several FOHSCs and (iii) coordination of information received from the FOHSCs. The individual FOHSCs are predominantly concerned with issues related to their fields of activity.

1.3 Functional Occupational Health and Safety Committees

The Functional Occupational Health and Safety Committees (FOHSCs) are defined so that every University of Ottawa employee will be represented by his or her respective union or by a non-unionized employee at one of the functional committees each representing:

- Laboratory Safety
- Office Safety
- Protection and Facilities Safety

Specific delineation of each of the functional committees is set out in sections 6 - 8 of this document.

1.3.1 Working group

Each Functional Occupational Health and Safety Committee has the power to create a specific working group to address a situation when deemed necessary. The working group will be assigned with a specific task by the functional committee in a particular event, for example, workload, specific issues, or else.

The terms of the working group will be defined by the FOHSC which created it and will report to the FOHSC which created it.

1.4 Joint Health and Safety Committee Inspector (JHSC Inspector)

The JHSC Inspector will be responsible to receive all inspection reports, collate information in a central filing system, enter information into a data system, provide regular reports or updates to the UJOHSC, organize and schedule inspections, inspect areas not inspected by other worker members and ensure that all workplace areas are inspected yearly.

The UJOHSC worker members will designate at least two of their worker committee members to select and/or hire the JHSC Inspector. A representative from the Office of Risk Management will cooperate with the worker committee members to assist with the hiring process.

The UJOHSC worker members will provide directions to the JHSC Inspector about the inspection process, areas to inspect and theme or specific issues to assess. The UJOHSC worker members will be the functional supervisor of the JHSC Inspector. The Office of Risk Management, Assistant-Director, Health and Safety will be the administrative supervisor of the JHSC Inspector.

The JHSC Inspector will report unresolved issues to the UJOHSC and the Office of Risk Management for assistance in resolving the situation.

The inspector will be a sitting member of the committee as a non-voting member.

1.5 Building Management Agent

Deans and directors will designate - for each building in which there are University of Ottawa premises or occupied by University Staff member - the management agent for health and safety matters - a person to whom FOHSCs or the UJOHSC are to submit reports of problems concerning that building. The FOHSCs or the UJOHSC are to submit reports of problems concerning several buildings or campus areas outside of buildings to the Office of Risk Management.

1.6 Definition

For the purposes of this document:

1.6.1 Employee

Means a person who receives a salary from the University of Ottawa and whose principal work location is on the main campus, on the Smyth Road campus (Roger Guindon Hall), on the Lees campus or on any premises occupied by University employees.

A member of any of the occupational health and safety committees described herein whose employment with the University is terminated ceases to be a member of the committee. In the case of committee members appointed by the APTPUO, this provision shall not apply until the timeframe for participation is established within their collective agreement.

1.6.2 Employer (as defined in the OHS Act)

Means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, and contractor to perform work or supply services. This term also includes an employer representative.

1.6.3 Owner (as defined in the OH&S Act)

Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.

1.6.4 Supervisor

Means a person who has charge of his or her workplace or authority over his or her workers. This also applies to members of APUO only when they are in their role of Principal Investigator and/or exercising immediate and direct authority over other people involved in the particular workplace.

1.6.5 Worker

Means a person as defined in 1.6.1 and a "person who receives a salary or monetary compensation for work performed or services supplied" (as defined by the Ministry of Labour) for the University of Ottawa. In addition, as of January 1, 2015, the definition of worker covers unpaid co-op students, certain other learners, and trainees participating in a work placement in Ontario. Therefore, students in a placement with the University of Ottawa are also considered

workers.

1.7 Amendments

The Administrative Committee may from time to time redefine the functional committees or otherwise amend this document, in light of recommendations by the UJOHSC and subject to consent of the employee organizations which endorsed the initial submission to the Minister, namely the *Association of Professors of the University of Ottawa (APUO)*, *Association of Part-time Professors of the University of Ottawa (APTPUO)*, *locals 772A and B of the International Union of Operating Engineers (IUOE)*, and *lifeguard and local 2626 of the Canadian Union of Public Employees (CUPE)*, *The Professional Institute of the Public Service of Canada (PIPSC)*, and *the Ontario Secondary School Teacher's Federation (OSSTF)*.

2. THE UNIVERSITY JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (UJOHSC)

2.1 Composition of the UJOHSC

The UJOHSC has 15 members:

- the Vice-President, Resources, or his/her delegate
- the Vice-President, Research, or his/her delegate
- 2 members appointed by APUO
- 2 members appointed by APTPUO
- 1 member appointed by IUOE, local 772 A
- 1 member appointed by IUOE, local 772 B
- 2 members appointed by OSSTF
- 2 members appointed by CUPE, local 2626
- 1 member appointed by CUPE, lifeguards
- 1 member appointed by PIPSC
- 1 member elected and representing the non-unionized group

In addition, the committee has the JHSC Inspector as a non-voting member selected by workers members from the UJOHSC. It may also appoint a representative from each functional committee, as a non-voting member (selected by worker committee members from each functional committee). This member does not count as part of the quorum.

In addition, the following employees attend meetings of the UJOHSC as resource persons: two employees representing ORM, two employees representing deans and two employees representing directors, and the Assistant-Director, Employee Health, Wellness and Leave Sector. Other persons may attend at the Committee's request. The term of office of an appointed UJOHSC member is one calendar year.

See Appendix B for the structure of the University Joint Occupational Health and Safety Committee.

2.3 Chairs

The UJOHSC has two co-chairs: one elected by and from among the worker representatives, the other appointed by the Vice-President, Resources.

Their term of office is one calendar year, renewable. The election takes place at a meeting convened by the previous year's Management Co-chair.

3. FUNCTIONAL OCCUPATIONAL HEALTH AND SAFETY COMMITTEES (FOHSCs)

3.1 Membership and term of office

Every FOHSC has both appointed members and elected members who represent certain groups of employees. Elected members are chosen from and elected by employees who are not represented by a union (which appoint their representatives). These elected members do not exercise managerial functions. These elected members represent all employees in the designated group.

The term of office of an appointed member is one calendar year, renewable. The term of office of an elected FOHSC member is two calendar years.

3.2 Elections

In the case of elected members, the management co-chair or the ORM representative will act as convenor and shall — without influencing the process — arrange for a nomination and election to take place as required. The election can be by show of hands at a meeting of the employees in the relevant group (after the convenor leaves the meeting), or by mailed preferential ballot or email organized and tallied by the convenor.

3.3 Vacancies

Where an appointed FOHSC member cannot complete a term, the party responsible for the appointment will appoint another person to complete the term. Where an elected FOHSC member cannot complete a term, the Management Co-chair or a representative from ORM is responsible for the election of another person to complete the term. In either event, a vacancy will be filled within 30 days.

3.4 Chairs

Every FOHSC has two co-chairs: one elected by and from among the elected FOHSC members or the unions - appointed FOHSC members, the other appointed by the Vice-President, Resources from among the other members of the FOHSC named Management Co-chair. Their term of office is one calendar year, renewable. The election takes place at a meeting convened by the previous year's Management Co-chair.

3.5 Student representatives

The Management Co-chair shall annually contact the Student Federation of the University of Ottawa (SFUO), inviting them to appoint undergraduate student representatives to sit during the coming year as non-voting members of the FOHSCs for which student membership is included in the committee structure.

4. COMMITTEE TERMS OF REFERENCE

4.1 General

The terms of reference set out herein apply to each of the four committees of the Joint Occupational Health and Safety Committee, namely the UJOHSC and the three Functional Occupational Health and Safety Committees.

4.2 Functions of the Committees

The UJOHSC is predominantly concerned with University-wide issues, with emphasis on (i) policy recommendations, (ii) activities which concern several FOHSCs and (iii) coordination of information received from the FOHSCs. The individual FOHSCs are predominantly concerned with local issues affecting their designated sectors as set out in these terms of reference.

Subject to the foregoing general allocation of responsibilities, it is the function of each committee and it has the power to:

- (a) identify and evaluate any matter pertaining to health and safety in the workplace and recommend a resolution to appropriate management representatives;
- (b) recommend to management and workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of University employees;
- (c) obtain information from management respecting
 - (i) the identification of potential or existing hazards of materials, processes or equipment, and
 - (ii) health and safety experience and work practices and standards in other institutions of which management has knowledge;
- (d) obtain information from management concerning the conducting or taking of tests of any equipment, machine or biological, chemical or physical agent in or about a workplace for the purpose of health and safety;
- (e) be consulted about, and have a designated member representing workers be present during any testing referred to in clause (d) conducted in or about the workplace, if the designated member believes his or her presence is required to ensure that the test results will be valid;
- (f) recommend adequate education and training programs in order that all employees be informed in their rights, restrictions, responsibilities and duties under the Ontario *Occupational Health and Safety Act*;
- (g) address matters related to Designated Substance Regulations and the *Workplace Hazardous Materials Information System* (WHMIS) where applicable;
- (h) deal with any health and safety matter that the Committee deems appropriate or required under the Act.

4.3 Committee recommendations

Where one of the committees makes a recommendation regarding a health and safety matter, the recommendation shall be recorded in the minutes of the corresponding meeting and the Management Co-chair shall forward said minutes to the appropriate Building Management Agent or agents, in the case of an FOHSC recommendation, or to the Vice-President, Resources in the case of a UJOHSC recommendation. Within 21 days of receipt of the recommendation (minutes of the committee), the Building Management Agent or the Vice-President (or a person whom the Vice-President has designated as responsible for that particular matter) shall respond in writing to the relevant committee's two chairs.

The response shall contain a timetable for implementing the recommendation that the recipient agrees with, or give reasons for his/her disagreement with any recommendation and why it is not accepted.

Where a matter remains unresolved after consideration at two successive meetings of an FOHSC, it shall be automatically referred to the UJOHSC. The two FOHSC chairs shall report the matter in writing to the chairs of the UJOHSC. The UJOHSC may deal with the issue directly, or it may refer the matter to a subcommittee. As soon as is reasonable in the circumstances, the UJOHSC shall formulate an appropriate recommendation to management and send a copy thereof to the relevant FOHSC.

4.4 Workplace inspections

4.4.1 Inspection teams and schedule

A part of the workplace shall be inspected each month, so that the entire workplace is inspected at least once in every calendar year. Each FOHSC is responsible for inspections in its area of responsibility. Every inspection shall be conducted by a team designated by the members of the relevant FOHSC and consisting of one or more elected members. Should one or more appointed members of that FOHSC or other management representatives be available, they can also participate in the inspections. An FOHSC may form several inspection teams if, in the opinion of the FOHSC, inspection requirements are too onerous for a single team. Each inspection team will be responsible for the inspections of certain workplace, as determined by a schedule of inspections adopted by the FOHSC or by the UJOHSC.

4.4.2 Workplace inspection form

After every workplace inspection, the members carrying out the inspection shall complete and sign a *workplace inspection form*. All health and safety concerns raised during an inspection shall be recorded on the workplace inspection form.

The completed workplace inspection form shall be forwarded to the two chairs of the relevant FOHSC. The Management Co-chair shall, without undue delay, distribute copies to and to the appropriate Building Management Agent for their follow-up (see **1.4**) and to the JHSC Inspector. All inspection forms must be available to the members of the FOHSC

See Appendix A for an example of a workplace inspection form.

4.4.3 Management response

Every Building Management Agent to whom problems have been reported on workplace inspection forms shall forward to the two chairs of the relevant FOHSC and the JHSC Inspector a written report on the status of outstanding items and resolved issues. Such reports shall be provided within 21 days following receipt of a workplace inspection form. The Management co-Chair shall make available copies of any response to members of the FOHSC.

4.4.4 Other inspections and investigations

Each FOHSC shall designate two of its members, one of them an elected member of the FOHSC and the other an appointed member, to:

- (a) conduct accident/incident and injury investigations where appropriate according to the Guidelines for investigations following an accident or incident for Functional Occupational Health and Safety Committee members;
- (b) accompany Ministry of Labour inspectors during workplace site inspections; and
- (c) attend any work refusals.

The two designated members shall normally act together with respect to tasks under (a) or (c); however, when the appointed member cannot participate, the task shall be entrusted entirely to the elected member. The Office of Risk Management Representative will assist as needed. The above functions may also be undertaken by a certified member.

4.5 Certified members

A certified member is a committee member who is certified by the Workplace Safety and Insurance Board under the *Workplace Safety and Insurance Act*.

If there is more than one certified member representing workers, the workers or the unions who selected the members representing workers shall designate one or more certified members who become solely entitled to exercise the rights and required to perform the duties under this Act of a certified member representing workers. (See section 9(15) of the OHS Act). Typically, every effort will be made to ensure that worker-certified members represent workers from the same union or association. Where this is not possible, another worker-certified member can be asked to participate, either from the same or a different union or association.

If there is more than one certified member representing the employer, the employer shall designate one or more of them who become solely entitled to exercise the rights and required to perform the duties under this Act of a certified member representing the employer. (See section 9(16) of the OHS Act)

In the UJOHSC and FOHSCs, only designated certified members can exercise stop work authority.

A designated certified member has the right to investigate complaints that dangerous circumstances exist. He or she will initiate and assist in the investigation of a bilateral work

stoppage.

4.5.1 Bilateral work stoppage

A certified member who has reason to believe that dangerous circumstances, as defined in the Act, exist in a workplace may request that a supervisor investigate the matter, and the supervisor shall promptly do so, in the presence of the certified member. The certified member may request that a second certified member representing the other workplace party investigate the matter if the first certified member has reason to believe that dangerous circumstances continue after the supervisor's investigation and remedial actions, if any. The second certified member shall promptly investigate the matter in the presence of the first certified member. (See sections 45(1), 45(2) and (3) of the OHS Act.)

If both certified members find that the dangerous circumstances exist, the certified members may direct the employer representative or the constructor to stop the work or to stop the use of any part of a workplace or of any equipment, machine, device, article or thing. (See 45(4) of the OHS Act.)

The constructor or employer representative shall immediately comply with the direction and shall ensure that compliance is effected in a way that does not endanger a person. (See section 45(5) of the OHS Act.)

If the certified members do not agree whether dangerous circumstances exist, either certified member may request that an inspector investigate the matter, and the inspector shall do so and provide the certified members with a written decision. (See section 45(6) of the OHS Act.)

After taking steps to remedy the dangerous circumstances, the employer may request the certified members or an inspector to cancel the direction. (See section 45(7) of the OHS Act.) The certified members who issued a direction may jointly cancel it or an inspector may cancel it. (See section 45(8).)

4.5.2 Dangerous circumstances

Dangerous circumstances, as defined in the Act, means a situation in which,

- (a) a provision of this Act or the regulations is being contravened;
- (b) the contravention poses a danger or a hazard to a worker; and
- (c) the danger or hazard is such that any delay in controlling it may seriously endanger a worker. (See section 44(1) of the OHS Act.)

4.6 Meetings of committees

4.6.1 Schedule of meetings

Each committee shall meet at least once every three months. The schedule of meetings shall be established by the committee. The meeting schedule may be changed for valid reasons by agreement of the two chairs.

4.6.2 Quorum

In order that a meeting of the committee be properly constituted for the conduct of business, it must have:

- at least half the committee members elected or appointed who represent workers specified in this document;
- at least one management-appointed member; and
- at least one of the two co-chairs must be present.

Provided the above conditions are met, if a union member or an elected representative is absent, the committee will be deemed to have achieved quorum.

For any union or group which does not fill a position allocated to it in a committee, the position will not be counted for quorum.

In addition, for those positions that are filled, but where the person has not attended for the last three meetings, the position will not be counted for quorum.

The University recognizes the importance of the Occupational Health and Safety Committee in the structure and internal responsibility system related to health and safety. Therefore, in order to respect terms set by this document, the union or the group in default will be formally informed of the situation via an official letter sent by a representative of ORM, copies to both JOHSC co-chairs for a resolution of the situation. Should the situation persist for 3 other meetings, the union or the group will be asked to reduce its number of representatives on the committee. As the last measure, should this not be satisfactory, an ORM representative will inform the Ministry of Labour of the situation.

4.6.3 Agenda

For every committee meeting, the two chairs will jointly prepare an agenda and forward a copy thereof to every committee member at least 7 days prior to the meeting. Members of the committee may agree to amend the agenda; except that they may not add to it any items for which advance notice would reasonably be required.

For an agenda template, see Appendix C.

4.6.4 Chairing a meeting

The two chairs of a committee shall chair meetings in alternation. If the person scheduled to chair a meeting is absent, the other co-chair shall chair the meeting.

4.6.5 Consensus and voting

Committee business shall normally be dealt with by consensus. Voting shall take place only where consensus is not possible. In the event of a vote, the number of votes for and against, and the number of abstentions, will be recorded.

4.6.6 Invited persons

A co-chair may, with the consent of the other co-chair, invite any persons to attend the meeting

to provide information and comment, but such persons shall not participate in the regular business of the meeting. Invitees can only be present during discussion of the topic for which they have been invited to participate.

4.7 Minutes of meetings

Each committee shall keep its own minutes.

Names of committee members shall not be used in the minutes except to indicate those present, absent or excused, and to identify the person chairing the meeting and to identify the individuals responsible for action items.

Every concern brought to the attention of a committee member in writing shall be reported at a committee meeting and recorded in the minutes.

Every concern that is raised and resolved shall be recorded in the minutes. The minutes shall also report every agenda item that was not resolved in the course of the meeting.

The Management Co-chair shall make arrangements for the taking, typing and distribution of minutes and the maintenance of records. Correct minutes shall be approved and signed by the two chairs, and shall be forwarded to committee members and relevant building management agent within 21 days following the meeting.

The Management Co-chair shall ensure that approved minutes are posted on the Health and Safety bulletin boards for viewing by workers in the workplace. Minutes will be made available on the Office of Risk Management website.

The Management Co-chair of an FOHSC shall promptly forward approved FOHSC minutes to the Management Co-chair of the UJOHSC for distribution to members of the UJOHSC. Likewise, the Management Co-chair of the UJOHSC shall promptly forward approved UJOHSC minutes to the Management Co-chair of every FOHSC for distribution to members of the FOHSC and to the Vice-President, Resources.

For a committee minutes template, see Appendix D.

4.8 Time from work

A committee member is entitled to:

- (a) one hour or such longer period of time as the committee determines is necessary to prepare for each committee meeting;
- (b) such time as is necessary to attend meetings of the committee; and such time as is necessary to carry out any responsibility or duty under the OHS Act.

Members of the committee other than representatives from CUPE local 2626 shall be deemed at work during these time periods. The University shall pay all the members for these time periods at the member's regular or premium rate as may be appropriate except for the members appointed by CUPE local 2626 who shall be paid through CUPE local 2626 of the collective agreement between University of Ottawa and CUPE local 2626.

The provisions of this subsection do not apply to periods where the committee member has scheduled teaching duties.

5. REPORTING HEALTH AND SAFETY PROBLEMS / ACCIDENT, INCIDENT REPORTING

5.1 General

Any employee who is aware of a health or safety problem on the University of Ottawa premises has an obligation to report it. A problem which is essentially of a maintenance nature should be reported (by the employee, the employee's immediate superior, or a member of an FOHSC) to the Facilities service at 613-562-5800 ext. 2222. Serious accidents or incidents and emergencies should be reported to Protection Services at 613-562-5411.

5.2 Information provided by the employer

A representative of the Office of Risk Management shall ensure that the relevant FOHSC and, where appropriate, the UJOHSC are informed of any injury or death caused by accident, explosion or fire at the workplace, it being understood that the foregoing also applies to any occupational illness of which the employer has knowledge. The Office of Risk Management representative shall provide to the relevant FOHSC and the UJOHSC where appropriate, any information from reports relating to health and safety in the workplace.

5.3 Problems in the area where the employee normally works

For a problem in the area where the employee normally works, the matter should be reported to the employee's immediate superior. The superior will deal with the matter and may, if appropriate, contact Facilities (in the case of a problem of a maintenance nature) or report the matter to the person designated as responsible for the building (the Building Management Agent *for health and safety matters* — see **1.4**), or may inform the employee that no action appears necessary.

After the problem is corrected, the employee's immediate superior shall send a brief written report of the health and safety problem, and the steps taken to correct it, to one of the chairs of the appropriate FOHSC, to the FOHSC member representing the area in question and to the employee who reported the problem.

If the employee who reported the health and safety problem is not satisfied that the problem has been adequately dealt with, the employee should report this to the FOHSC member representing the area in question or to any other member of the relevant FOHSC.

5.4 Problems outside the area where the employee normally works

A problem outside of the area where the employee normally works should be reported to one of the chairs of the FOHSC responsible for the building in question, if the problem is of a local nature. Problems concerning areas outside of specific buildings should be reported to one of the chairs of the Protection and Facilities FOHSC. In the case of a more general problem which may extend beyond the territory covered by a particular FOHSC, or a problem which may concern University wide issues or may have policy implications, it should be reported to a member of the UJOHSC—. - If the problem is of a maintenance nature, it can be reported directly

to Facilities.

5.5 Notification of outcome

Where an employee reports a health and safety problem to a member of an FOHSC or a member of the UJOHSC pursuant to **5.3 or 5.4** and the matter is brought before the relevant committee, the Management Co-chair shall notify the employee who reported the concern of the decision taken or recommendation made by the committee in response to said concern.

5.6 Unresolved problems

Where a health and safety complaint by an employee cannot be resolved by the procedures set out herein (of 5.1, 5.2, 5.3, 5.4, 5.5), either the employee or an appropriate member of management should contact a representative of the Office of Risk Management. The University will diligently exhaust all internal procedures to resolve the issue, such as hiring external consultant, or as per the collective agreements, mediation or arbitration. If the complaint still cannot be resolved, the employee or an appropriate member of management may contact the Ministry of Labour.

6. THE LABORATORY SAFETY COMMITTEE

The Laboratory Safety Committee will be comprised of specialized and technical employees from areas where scientific research, scientific experiments or preparation for scientific experiments are taking place. This will also include all areas which support laboratories. To name a few examples, it will comprise of areas dealing with x-ray, instrumentation, chemistry, biochemistry, hazardous waste rooms, storage rooms for chemical, biological or radioactive products, physics, animal care services, engineering, machine shops, woodworking shops, high temperature ovens, arts laboratories, autoclaves, radiation laboratories, etc.

The **Laboratory Safety Committee FOHSC** has 15 voting members, as follows:

Two employees appointed by and representing the deans or directors from faculties or services which have laboratory environment settings, machine shops or industrial settings

Three employees appointed by the APUO

Two employees appointed by the APTPUO

Three persons appointed by the CUPE, local 2626

One employee appointed by the PIPSC

Three employees appointed by the OSSTF

One person elected by and representing the non-unionized group

In addition, the Committee has a non-voting undergraduate student member appointed by the SFUO and non-voting resource employees from ORM, Other resource persons can also be

included based on the Committee's request.

7. THE OFFICE SAFETY COMMITTEE

This committee will include all areas excluded from the Laboratory Committee and the Facilities/Protection Committee. It will comprise computer laboratories, offices, classrooms, pools, common areas, kitchens, arenas, libraries, auditoriums, etc.

The Office Safety Committee **FOHSC** has 17 voting members, as follows:

Two employees appointed by and representing the deans or directors from all areas

Three employees appointed by APUO

Two employees appointed by APTPUO

Three persons appointed by CUPE, local 2626

One person appointed by CUPE, lifeguards

Two employees appointed by PIPSC

Three employees appointed by OSSTF

One person elected by and representing the non-unionized group

In addition, the Committee has non-voting undergraduate student members appointed by the SFUO and non-voting resource employees representing ORM. Other resource persons can also be included based on the Committee's request.

8. THE PROTECTION AND FACILITIES SAFETY COMMITTEE

The **Protection and Facilities Safety Committee** [le secteur *Protection et immeubles*] comprises all employees employed by Facilities and all employees employed by Protection Services, regardless of their principal work locations.

The Protection and Facilities FOHSC is concerned with health and safety matters affecting the workplace of the employees employed in this sector, as well as those affecting University of Ottawa premises which are not within a specific building (for instance, parking lots and University-owned roadways).

This committee will include areas affecting University of Ottawa premises which are not necessary within a specific building (for instance, parking lots, underground parking, grounds and University-owned roadways, outer building walls) as well as locations used by staff from PS or PRS but which are usually not accessible by the public (for example, the tunnel, electrical and mechanical rooms, housekeeping area, roofs, etc.).

The Protection and Facilities FOHSC has 12 voting members, as follows:

One employee appointed by and representing the director of the Facilities

One employee appointed by and representing the director of Protection Services

One employee appointed by IUOE local 772A

One employee appointed by IUOE local 772B

One employee appointed by APUO

One employee appointed by APTPUO

Two employees appointed by OSSTF

One person appointed by CUPE, local 2626

One employee appointed by PIPSC

Two employees elected and representing the non-unionized group

In addition, the committee has one non-voting undergraduate student member appointed by the SFUO and non-voting resource employees representing ORM. Other resource persons can also be included based on the Committee's request.

Reference: /termsofreferenceJune102011final.docx

Version: June 10, 2011

Version : March 2015, April 2015

Rapport d'inspection du comité fonctionnel de santé et de sécurité au travail Functional Occupational Health and Safety Committee Inspection Report

Comité - Committee: _____ Édifice inspecté / *Building inspected* : _____ Date de l'inspection/ *Date of inspection* _____

Agent responsable d'édifice (ARE) / *Building Management Agent (BMA)*: _____ Date d'envoi à l'ARE/ *Date sent to BMA* _____

Pièce/ <i>Room</i>	Problèmes/ <i>Problems</i>	Mesures correctives/ <i>Corrective Measures</i>	Priorité**/ <i>Priority**</i>	Intervention */ <i>Action Taken*</i>	Date	SDI/ <i>PRS</i>	
						Métier/ <i>Trade</i>	No. <i>B.T.</i>

*** Instructions aux superviseurs et aux agents responsables d'édifice/ *Instructions to Supervisors and Building Management Agents***

Une fois cette section remplie et signée, veuillez faire parvenir le rapport aux coprésident(e)s du Comité fonctionnel de santé et de sécurité au travail et à l'agent responsable d'édifice si vous êtes le superviseur), dans les 21 jours suivant sa réception. Dans votre réponse, vous devez fixer un délai de mise en oeuvre des recommandations que vous acceptez et justifier votre refus dans le cas des recommandations que vous n'acceptez pas.

After completing this section and signing this report, please return completed report to the Co-chairs of the Functional Health and Safety Committee (and the Building Management Agent if you are the supervisor) within 21 days of the date you received this report. Your response shall contain a timetable for implementing the recommendations and give reasons for those you have not accepted or are in disagreement with.

Signature du superviseur / *Supervisor's signature*: _____ **Date:** _____

Signature de l'agent responsable d'édifice/ *Building Management Agent's signature*: _____ **Date:** _____

**** Priorité pour l'apport des mesures correctives / *Priority for implementation of corrective measures***

0 - Urgent (immédiatement) / *Urgent (immediately)* - **1** - Urgent (même journée) / *Urgent (same day)* **2** - Dans les 7 jours/ *In the next 7 days*
3 - Dans les 21 jours/ *In the next 21 days* **4**- Autre, précisez / *Other (specify)*

SDI / *PRS*
Espace réservé aux Immeubles / *Reserved for Facilities*

Inspecté par/ *Inspected by*: _____

Date / *Date*: _____

The Structure of the Multisite Joint Occupational Health and Safety Committee

At the University of Ottawa, there exists a single Multisite Joint Occupational Health and Safety Committee named the University Joint Occupational Health and Safety Committee (UJOHSC) which includes representation from three Functional Occupational Health and Safety Committees (FOHSC) which are:

- The Office Safety Committee
- The Laboratory Safety Committee; and
- The Protection and Facilities Safety Committee

The UJOHSC is predominantly concerned with University-wide issues, with emphasis on the following:

- policy recommendations
- activities which concern several FOHSCs; and,
- coordination of information received from FOHSC

The individual Functional Occupational Health and Safety Committees are predominantly concerned with issues related to their respective fields of activities. Each FOHSC has the power to create a specific working group to address a situation, when deemed necessary. The work group will be assigned with a specific task by its FOHSC in a particular event.

University Multisite
Joint Occupational
Health and Safety
Committee

Office Safety
Committee

Laboratory Safety
Committee

Protection and Facilities
Safety Committee

**Functional Occupational Health
and Safety Committees**

Appendix C

[AGENDA TEMPLATE]

[NOM DU COMITÉ DE LA SANTÉ ET DE LA SÉCURITÉ AU TRAVAIL]

[NAME OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE]

[date, year, time, location (Building and room)]

AGENDA

1. Approval of the agenda
2. Approval of the minutes of *[Date]*
3. Matters arising from the minutes of *[Date]*
 - *[Item A]*
 - [Item B]*
4. *[New matter A]*
5. *[New matter B]*
6. New business
7. Next meeting dates
 - *[Date]*
 - *[Date]*
 - *[Date]*
8. Adjournment

[brackets indicate where information is required]

Appendix D

[COMMITTEE MINUTES TEMPLATE]



uOttawa

**[Nom du Comité de santé et de sécurité au travail]
[Name of the Occupational Health and Safety Committee]**

Procès-Verbal / Minutes

Meeting of [Date]

Committee members:

Present

Management representative	[Name]	x
Worker representative (from union and/or association)	[Name]	x

JOHSC Inspector	[Name]	x
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Resource People:

Management Representative	[Name]	x
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Worker-certified member	[Name]
Management-certified member	[Name]
Chairperson:	[Name]
Secretary:	[Name]
Observer:	[Name]

1. Approval of the agenda
2. Approval of the minutes of *[Date]*
3. Matters arising from the minutes of *[Date]*
4. New matters
5. Accident and incident report updates (including critical injury and occupational)
6. JHSC inspection report
7. New business
8. Next meeting
 - *[Date]*
 - *[Date]*

Signature

Management Co-Chairperson, *[Name]* _____ *[Date]*

Worker Co-Chairperson, *[Name]* _____ *[Date]*