

**Science Joint Health and Safety Committee (JHSC)**  
**TERMS OF REFERENCE**  
**Dec. 2018**

**1.0 COMPOSITION OF THE COMMITTEE**

**Member Selection**

- 1.1 There will be one worker member representing each Department or Unit of the Faculty of Science on the Committee. These worker members will be selected by the Union(s), including Unifor, CUPE, and other worker groups.
- 1.2 The Union(s) and other worker groups may also select alternate worker members for the purpose of attending Committee meetings if a worker member cannot attend the meeting.
- 1.3 There will be one management member on the Committee representing each Department or Unit of the Faculty of Science on the Committee, selected by the departmental Chair and/or Dean of the Faculty. Management representatives will represent Faculty members and Administrative Staff members of the department or unit. These members may be TMG or Faculty Members (MUFA).
- 1.4 CUPE members will be selected in accordance with their collective bargaining agreement. The current allotment for CUPE is on Teaching Assistant, one Sessional Lecturer and one Post Doctoral Fellow.
- 1.5 Additional members may be appointed by the Committee, in consultation with the Dean, from groups which use the facilities of the Faculty of Science, as long as the total number of worker members on the Committee comprises at least 50% of the Committee membership.

**Co-Chairpersons**

- 1.6 There will be two co-chairpersons ("co-chairs") of the Committee, one co-chair to be selected by the worker members of the Committee and one co-chair to be selected by the management members of the Committee.

**Certified Members**

- 1.7 There will be at least two certified members, one who represents the workers, and one who represents management. The Union(s) being represented by the committee will select the worker member(s) to be certified. The Senior Management shall select the management member to be certified. All members will be encouraged to become certified, but this will not be a requirement of membership.

**Guests**

- 1.8 Additional persons may attend Committee meetings with the approval of both co-chairs. It is understood that Environmental & Occupational Health Support Services (EOHSS) will provide a consultant to attend the meetings.

**2.0 FUNCTIONS OF THE COMMITTEE**

**General**

- 2.1 Within the buildings of the Faculty of Science, it is the function of the Committee to:
  - (a) identify, evaluate and make recommendations concerning workplace health and safety issues;
  - (b) inspect the workplace on a regular basis;
  - (c) be consulted about and provide input into workplace health and safety programs; and
  - (d) discuss other workplace health and safety issues and reports as appropriate.

**Inspections**

- 2.2 The worker membership will designate one or more worker members to conduct workplace inspections. Management members may accompany the worker members on the inspection.
- 2.3 Committee members will inspect the buildings of the Faculty of Science determined by an annual inspection schedule to be prepared by the Committee.
- 2.4 The Committee will prepare and adopt inspection forms. All Committee members conducting inspections will sign inspection forms upon completion of the inspection. Completed inspection forms will be provided to the appropriate manager within 3 working days of the completion of an inspection. The appropriate manager will provide a written response to the identified hazards to the committee inspectors before the next scheduled Committee meeting. A summary of the inspection by the committee inspectors will be provided to the Committee for approval.

### **Recommendations of the Committee**

- 2.5 The Committee shall forward any recommendations to the Dean of Science and may choose to copy other Managers. The Dean will provide a written response to Committee recommendations (in accordance with section 9(20) and 9(21) of the Act) to the co-chairs within twenty-one (21) calendar days after receipt of the written recommendations. This response shall include a timetable for implementing the recommendations the Dean agrees with, and the reasons for disagreement with any recommendations not accepted.

### **Accident Investigations**

- 2.6 The Employer will provide lost-time/medical aid information to the co-chairs on a regular basis and upon request.
- 2.7 Where a worker is killed or critically injured on the job, the worker members of the committee shall designate one or more such members to investigate the accident and inspect the place where the accident occurred. The findings of the investigation shall be provided to the Committee, the appropriate management representative, the unions represented on the committee, EOHSS, and the Ministry of Labour.

### **Ministry of Labour Inspections**

- 2.8 A designated worker member and a management member are to be notified and accompany any Ministry of Labour inspector conducting inspections in the workplace involving the Faculty of Science. The appropriate EOSH representative shall also be notified and will accompany the inspector during the inspection of the workplace.

### **Work Refusals**

- 2.9 A designated worker member shall be notified and attend a work refusal involving the Faculty of Science without delay. The appropriate EOHSS representative will also be notified and will attend the work refusal.

## **3.0 MEETINGS**

### **Frequency**

- 3.1 Committee meetings will be scheduled monthly, from September through June of each academic year. These meetings will normally take place on the first Thursday of each month, except in September and January, when meetings will normally be on the second Thursday of the month. Changes to the meeting schedule may take place with the agreement of the committee co-chairs, provided that the period of time between any two committee meetings do not exceed three months.

### **Co-Chairs**

- 3.2 The worker co-chair and the management co-chair may alternate duties as chairperson.

### **Quorum**

- 3.3 A quorum for Committee meetings will consist of 2 worker and 2 management members of the committee, including at least one co-chair. The number of management members must not exceed the number of worker members. Guests do not count towards the determination of the quorum. If quorum is not reached, the items discussed at the meeting will be for information purposes and will not include the passing of recommendations or approvals.

### **Agenda Items**

- 3.4 The co-chairs will prepare a copy of the agenda for each meeting and distribute it to all members one week in advance of regularly scheduled Committee meetings.
- 3.5 Agenda items will consist of workplace health and safety issues. Agenda items should be dealt with by consensus. Where consensus is not reached, this will be recorded in the minutes.
- 3.6 Agenda items that continue to be unresolved by the committee will be referred to the Central JHSC. The Central JHSC will add this item to their agenda and discuss for the purpose of identifying advice towards recommended resolution.

### **Minutes**

- 3.7 The Dean of the Faculty of Science will provide clerical assistance with respect to the recording, preparation and timely circulation of the agenda and minutes of Committee meetings.

- 3.8 Minutes of Committee meetings are to be prepared in a timely fashion, reviewed and signed by both co-chairs prior to circulation or posting. The co-chairs are responsible for ensuring that signed Committee minutes are promptly posted on the relevant health and safety boards in the workplace.
- 3.9 Copies of all minutes will be forwarded to the Committee members, Management and EOHSS for circulation to the Central JHSC. Minutes of all CJHSC meetings will be distributed to all McMaster University JHSCs.

**4.0 PAYMENT FOR COMMITTEE MEMBERS**

- 4.1 In accordance with the requirements of the Act, all time spent by Committee members in connection with attending at Committee meetings or performing duties prescribed by the *Occupational Health and Safety Act* or these terms of reference will be considered as time at work for which Committee members will be paid at the appropriate rate of pay.

**5.0 GENERAL**

- 5.1 It is agreed that employees are to be encouraged to report health and safety concerns to their immediate supervisor before bringing it to a Committee member. The *Occupational Health and Safety Act* requires that all workers report any workplace hazard or contravention of the legislation to their supervisor.
- 5.2 It is understood and agreed that all personal and medical information is to be kept confidential. Any references to such information in Committee minutes must be done in a manner that prevents any identification of an individual's personal or medical information.
- 5.3 Committee members are to be provided one (1) hour or such longer period of time as the Committee determines is necessary to prepare for each Committee meeting.
- 5.4 The Committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing effective operation of the Committee.

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*Worker Co-Chair*

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*Date*

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*Management Co-Chair*

\_\_\_\_\_  
*Date*