

Joint Health and Safety Committee (JHSC)

Terms of Reference

Approved February 26 2014

Purpose

The Joint Health and Safety Committee (JHSC) is tasked with ensuring that CFRU Staff, Board and Volunteers are provided a proper, healthy, and safe workspace.

Composition

- As per the terms of CFRU's Collective Agreement, the JHSC shall be composed of two representatives of the Employer, one of whom shall be the Station Manager, and two representatives of the Employees, to be chosen by the Union. At least one Union member of this committee shall be trained in the basic MIPP program for office workers.
- The Chair of the committee shall be chosen by the committee at its first meeting each year following the CFRU AGM. During transitional periods, and if the position becomes vacant, the Station Manager shall serve as chair.
- The Standing Committee may invite any outside parties as may be deemed desirable to attend meetings and assist in the discussions and considerations of the business of the Standing Committee.

Duties and Responsibilities

The committee shall:

- Ensure CFRU fulfills its responsibilities with regard to Health & Safety under the terms of the station's Collective Agreement.
- Operate in a manner consistent with provisions of the Canadian Occupational Health and Safety Regulations and any other relevant legislation, the CFRU Collective Agreement, and CFRU's bylaws and policies.
- Meet a minimum of two times a year. The first meeting of each yearly term shall take place no fewer than three months after the CFRU AGM.
- Review any health or safety issues in spaces overseen by CFRU and make appropriate recommendations to the involved parties and the Station Manager and/or Board of Directors.
- Address health and safety issues of interest to the Union, Board of Directors, and Volunteers.
- Review any practices or locations which may present hazards or unsafe working conditions and suggest the implementation of corrective or remedial processes.
- Provide notice to its members at least one week in advance of meetings.

As per the terms of the CFRU Collective Agreement, the committee shall also:

- Provide feedback and recommendations prior to the purchase and/or installation of new office equipment, tools or work processes to ensure they are ergonomically suitable.
- Ensure that an ergonomist selected by the JHSC shall be brought in at least once every two calendar years to carry out an ergonomics assessment and make recommendations for improvements as required.
- Monitor and maintain CFRU's first aid kit.

Accountability

- The Committee shall review the Terms of Reference for the Standing Committee annually and make recommendations to the Board as required.
- The Committee shall keep a record of its meetings and present reports to the Board of Directors at the next Board Meeting or as requested.
- As per the Collective Agreement, minutes of each meeting will be prepared by the Employer and provided (two copies) to the Union within one week after each meeting.
- Assist in completing the annual report to the Employment and Social Development Labour Program by March of each year, and assist in completing the EAHOIR (Employers Annual Hazardous Occurrence Investigation Report) if assistance is requested by the Station Manager.

Any updates to the Collective Agreement over-ride this committee's terms and shall be incorporated into the Terms of Reference as soon as confirmed and deemed appropriate for the Terms of Reference.

Revision Notes

Drafted By - Barry Rooke (Station Manager) September 16 2013

Sent to: JHSC Committee September 23 2013

Updated by: Barry Rooke (Station Manager) November 20 2013

Approved by: Board of Directors November 27 2013

Updated by: JHSC Committee Annual Review December 18 2013

Approved by: Policy Committee February 13 2014

Approved by: Board of Directors February 26 2014