

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

SAFE WORKING CONDITIONS

3A:3



POLICY STATEMENT:

The Huron-Perth Catholic District School Board recognizes that, under the Occupational Health and Safety Act and its related regulations, it is responsible to provide a healthy and safe workplace for its employees. In this connection, the Board will establish a “JOINT HEALTH AND SAFETY COMMITTEE” whose composition and terms of reference are listed below. In addition, Health and Safety Representatives will be designated for each workplace.

PROCEDURE:

Joint Health and Safety Committee

1. The Committee may consist of nine members:
 - a) Permanent Members
 - Manager of Assessment and Plant
 - Superintendent of Business and Treasurer
 - b) Minimum 2-Year “Term” Appointments
 - A Rep. appointed by the Principals’/VP Association
 - A Teacher appointed each by O.E.C.T.A., Elementary, O.E.C.T.A., Secondary, and O.E.C.T.A. Occasional
 - An Employee appointed by CUPE Local 3615
 - A Custodian appointed by the Custodians
 - A non-unionized worker
2. Duties of Joint Health and Safety Committee:
 - a) Establish in each workplace Health and Safety Representative(s) appointed by the workers who shall conduct monthly inspections and report on the physical condition of plant and grounds.
 - b) Conduct an annual inspection at each workplace (in a manner which is the least disruptive to the worker’s own work schedule) and report on the physical condition of plant and grounds.
 - c) Conduct in-service training of Health and Safety Representatives specifically, and all workers generally, on regulations made under the Occupational Health and Safety Act.

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- d) Convene meetings of the Committee at least once every three months (or as required in case of an emergency only).
- e) Review “monthly” inspection reports filed by Health and Safety Representatives and those by members of the Committee.
- f) Identify, investigate and report to the Board any unsafe condition found in the inspection reports (which have not been corrected) together with possible solutions and cost estimates through recommendations.
- g) Develop on-going record-keeping and reporting systems of activities in each workplace.
- h) Record minutes of all Committee Meetings, circulate to each member of the committee and post at all workplaces. Minutes will be made available for review by the Inspection Branch of the Ministry of Labour.

General Conditions

1. The Board will provide nine (9) working days at full salary to the Committee for purposes of conducting an annual inspection of each workplace, which number will be divided among those members selected for the purpose. In addition, travel expenses from school-to-school will be paid at the current rate.
2. Health and Safety Representatives at each workplace and those appointed from the Joint Committee to conduct inspections, shall complete the “School Inspection Form” (sample attached) and file copies with the School Principal and Manager of Assessment and Plant. “Nil” reports are required to be submitted.
3. Each Health and Safety Representative shall submit the inspection report on or before the second Thursday of each month to the Manager of Assessment and Plant, who will distribute a copy to all Members of the Joint Committee.

BOARD APPROVAL:

February 23, 1998
 May 28, 2001
 June 3, 2002
 June 15, 2004
 reviewed June 15, 2009
 reviewed June 21, 2010
 reviewed June 20, 2011

EFFECTIVE DATE:

February 24, 1998
 May 29, 2001
 June 4, 2002
 June 16, 2004

JOINT HEALTH AND SAFETY COMMITTEE OPERATING PROCEDURES

Co-Chairs: Two of the members of the Joint Health and Safety Committee shall Co-Chair the Committee, one of whom shall be selected by the members who represent workers and the other of whom shall be selected by the members who exercise managerial functions.

Secretary: The Secretary shall be selected from the members of the Committee, whose duties shall include:

- i) recording of minutes
- ii) circulation of minutes to Committee members
- iii) notice of meeting(s) to members

Meetings - Time, Place and Frequency

Unless otherwise altered by mutual consent, all Committee meetings will be held at 1:15 p.m. at the Board Office, Dublin at least once every three months and, in the case of emergency only, at a time and place suitable to the membership.