



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Policies and Priorities Committee

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: December 8, 2020

Report Number: CS-2020-42

Subject: Joint Health and Safety Advisory Committee Terms of Reference Updates

Recommendations

It is recommended:

That CS-2020-42 entitled “Joint Health and Safety Advisory Committee Terms of Reference Updates” **be received;**

And that the Joint Health and Safety Advisory Committee Terms of Reference as appended to CS-2020-42 **be approved.**

Background

The *Occupational Health & Safety Act*, R.S.O. 1990, c. O.1 (OHSA) under Section 9(2) requires a workplace at which twenty or more workers are regularly employed to appoint a Joint Health and Safety committee (JHSC).

OHSA further provides in Section 9 that a JHSC shall consist of at least two persons, for a workplace where fewer than fifty workers are regularly employed; or at least four persons or

such greater number of people as may be prescribed, for a workplace where fifty or more workers are regularly employed.¹

At least half the members of a JHSC shall be workers employed at the workplace who do not exercise managerial functions.²

The members of a JHSC who represent workers shall be selected by the workers they are to represent or, if a trade union or unions represent the workers, by the trade union or unions.³

OHSA does not spell out detailed procedures about how a JHSC must operate but it does set out the key requirements to be met. Other than the requirements contained in OHSA, a JHSC is free to decide its own procedures.

Comments

It can be helpful for a JHSC to create terms of reference and written procedures even though there is no legal requirement to do so.

Terms of reference describe the purpose and structure of a JHSC. Terms of reference set out a road map. They give a clear path for the members, by stating what needs to be done (legislated requirements), by whom, and when. Terms of reference help keep a JHSC on track, clarify the meeting procedures to be followed, and help new members integrate into the way the JHSC functions.

The terms of reference for the Town's JHSC have been reviewed and revised by the JHSC. The revisions have also been reviewed by Senior Management. The revised terms of reference for the JHSC are appended as **Attachment 1** to this report.

The revisions generally include:

1. Scope
- 2.2

Addition of labeling each location to ensure it defines the workplaces within the Town and clearly defines a representative is needed from each location to ensure the locations are inspected efficiently.

¹ Occupational Health & Safety Act, R.S.O. 1990, c. O.1 s.9(6)

² Occupational Health & Safety Act, R.S.O. 1990, c. O.1 s.9(7)

³ Occupational Health & Safety Act, R.S.O. 1990, c. O.1 s.(8)

2. Selection Process

3.1 Definition

Clearly define who is a certified member under section 7.6 of the OHSA.

3.2 Selection Process for the JHSC

New definition for Senior Management Team & Recording Secretary.

3. Duration of Term

4.0 Duration of Term

Addition to allow both management and worker members to evaluate if they would like to continue or to resign.

4. Roles and Responsibilities

5.1 Responsibilities of JHSC Members

Defines the JHSC members' responsibilities following the OHSA green book regulations.

5. Standards / Procedures

7.1 Meetings and Minutes

Clear definition for who makes the agenda and when; along with who takes the minutes and distributes them within the defined timeline.

The Terms of Reference layout was also changed to provide what the JHSC believes is a better flow of information. They now define responsibility for final decisions as the Senior Management Team.

Consultations

All Departments
CUPE Local 702

Financial Implications

There are no financial implications.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh’s current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh’s plans and priorities.
<input type="checkbox"/>	Steward the Town’s “continuous improvement” approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town’s leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Joint Health & Safety Committee Terms of Reference