



Municipality of North Grenville

Report No.
CAO-004-2018

File No.
C7-CAO

Agenda Date:	October 1st, 2018 – Committee of the Whole
Subject:	2017 & 2018 Annual Report Multi-Workplace Joint Health & Safety Committee (MWJHSC)
Attachments:	Appendix 1: Multi-Workplace Joint Health & Safety Committee Terms of Reference

RECOMMENDATION

The following recommendation is provided for Committee of the Whole consideration:

That Committee of the Whole recommend that Council acknowledges receipt of the MWJHSC Annual report for 2017 and 2018.

BACKGROUND

In 2013, the Municipality applied to the Ministry of Labour for a Multi-Workplace Joint Health and Safety Committee as some workplace locations were growing to the point of requiring their own Health and Safety Committee. The organization felt that to be consistent in the approach regarding health and safety, a Multi-Workplace Joint Health and Safety Committee was the best option. Terms of Reference were created, submitted to the Ministry of Labour and approved in May of 2013.

The purpose of this report is to provide an annual report regarding the Municipality's Health and Safety Program and the work being completed by the Multi-Workplace Joint Health and Safety Committee (MWJHSC).

ANALYSIS

In 2017, the MWJHSC received approval for all departmental Standard Operating Procedures. All job duties which may result in a medium or high probability of injury and/or a moderate or severe injury require the development of a Standard Operating Procedure (SOP). An example would be the changing of a Zamboni blade by facility staff within the Parks, Recreation & Culture Department.

The purpose of an SOP is to provide detailed instructions for staff on how to complete the particular task in the safest way possible to reduce the probability of injury occurring. In no way does an SOP take away the need for initial training on any task.

Another initiative completed in 2017, was to have a MWJHSC member receive the Train-the-Trainer Program for WHMIS Compliance. Joe Petschenig received this training.

Other 2017 Accomplishments:

A new door was installed leading to the hallway with Parks & Recreation staff offices and three new mag locks were installed on this door plus the door entering the Corporate Services area and the door entering central services at reception. These measures were

all part of the Workplace Violence and Harassment assessment that took place for all departments.

2018 Accomplishments:

Randy Urslak has taken over as one of the co-chairs of the Committee along with Joe Petschenig. Randy and Joe are undertaking site visits of locations where Municipal staff report to. They are reviewing all sites from a Fire and Health & Safety perspective.

The MWJHSC is also touring all Municipal sites as a Committee to get a better understanding of the workplaces where our Municipal staff work out of.

Annual reviews of all SOPs by departments and the sign off by staff, has already been completed.

The MWJHSC always undertakes its annual review of the Terms of Reference and approves changes to reflect the current membership. (**Appendix 1**) A legislated component to workplace violence and harassment is also annual training. All staff completed an annual review of this legislation through HR Downloads, an online human resources training module that the Municipality subscribes to.

All employees new to the organization are required to complete a review of this legislation as part of their orientation.

As per the mandate of the Committee, all regular workplace inspections were completed on a monthly basis with no major concerns or issues noted.

ALTERNATIVES

No alternatives are offered as this report is submitted to the Committee for information purposes only.

A Health & Safety Committee is mandated by the Provincial Government for all employers with 20 or more employees.

FINANCIAL/STAFFING IMPLICATIONS

This item has been identified in the current budget: Yes ☐ No ☐ N/A **X**

This item is within the budgeted amount: Yes ☐ No ☐ N/A **X**

Staffing implications, as they relate to implementing Council's decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

LINK TO COMMUNITY STRATEGIC PLAN

The Community Strategic Plan does not directly or indirectly address Municipal occupational health and safety.

Prepared by:

Original signed
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Past Co-Chair of MWJHSC
Management Representative

Reviewed and by:

Randy Urslak
Co-Chair of MWJHSC
Management Representative

Reviewed and submitted by:

Joe Petschenig
Employee Co-Chair
Representative

**Reviewed and submitted for Council/
Committee Consideration by:**

Original signed
Brian Carré
CAO



Terms of Reference

Municipality of North Grenville
Multi-Workplace Joint Health and Safety Committee
(MWJHSC)

Revised
March 2018

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Background

The Multi-Workplace Joint Health and Safety Committee (MWJHSC) of the Municipality of North Grenville is a group of worker and management employee representatives from separate workplace locations within the Municipality. It was established as a working partnership between management and employees where all parties have agreed to identify, monitor, review, participate in and advise on health and safety issues and concerns of all employees with a goal of eliminating workplace injury and illness. The MWJHSC meets regularly, serving as a communication link between all employees.

The Terms of Reference were developed and agreed to by all workplace parties and was submitted to the Ministry of Labour for sanction and approval pursuant to Section 9(3.1) of the Occupational Health and Safety Act. This document will be reviewed annually by the MWJHSC.

Any workplace member can write to the Ministry of Labour to request that an existing order for a Multi-Workplace Joint Health and Safety Committee be rescinded. The Ministry of Labour has the right to withdraw approval at any time. A Ministry of Labour Inspector or other Ministry representatives can recommend a review of the order granting approval of a Multi-Workplace Joint Health and Safety Committee. If the order is rescinded the normal requirements respecting the establishment of a Joint Health and Safety Committee would apply.

Authority

The authority of the MWJHSC is restricted to the scope of these Terms of Reference and the Occupational Health and Safety Act, 1990. Consideration of any changes to the Terms of Reference by the MWJHSC members or the workplace parties in general must be set out in writing and agreed to by all parties and submitted to the Minister for comment and approval prior to their inclusion in this document.

Definitions

"Certified member" means a Committee member who is certified by the Workplace Safety and Insurance Board under the *Workplace Safety and Insurance Act, 1997*;

"Committee" refers to the Municipality of North Grenville's Multi-Workplace Joint Health & Safety Committee;

"Critical injury" means an injury of a serious nature that,

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

"Designated Worker" In an order issued under subsection 9(3.1) of the OHSA, the Minister (or Regional Director) may specify that the members of a multi-workplace JHSC who represent workers may designate a worker who is not a member of the committee, at any of the workplaces served by the committee, to do the following;

- Inspect the physical condition of the workplace (subsection 9(23)), and
- Participate in the investigation of a work refusal, by exercising the rights and responsibilities that a committee member would normally have under clause 43(4)(a), and subsections (7), (11) and (12).

"Employer" 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, contractor or subcontractor to perform work or supply services;

"Minister" refers to the Minister of Labour;

"Multi-workplace joint health & safety committee" means a multi-workplace joint health and safety committee established under this Act;

"Supervisor" means a person who has charge of a workplace or authority over a worker;

"Terms of Reference" means a written document which outlines the proposed structure, composition and function of the Municipality of North Grenville's Multi-

Workplace Joint Health and Safety Committee that is co-signed by the workplace parties for the purposes of submission to the Regional Director as part of a request for a Minister's order under subsection 9(3.1) of the OHSA.

"Workplace" means any land, premises, location or thing at, upon, in or near which a worker works;

"Worker" means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program;

Scope

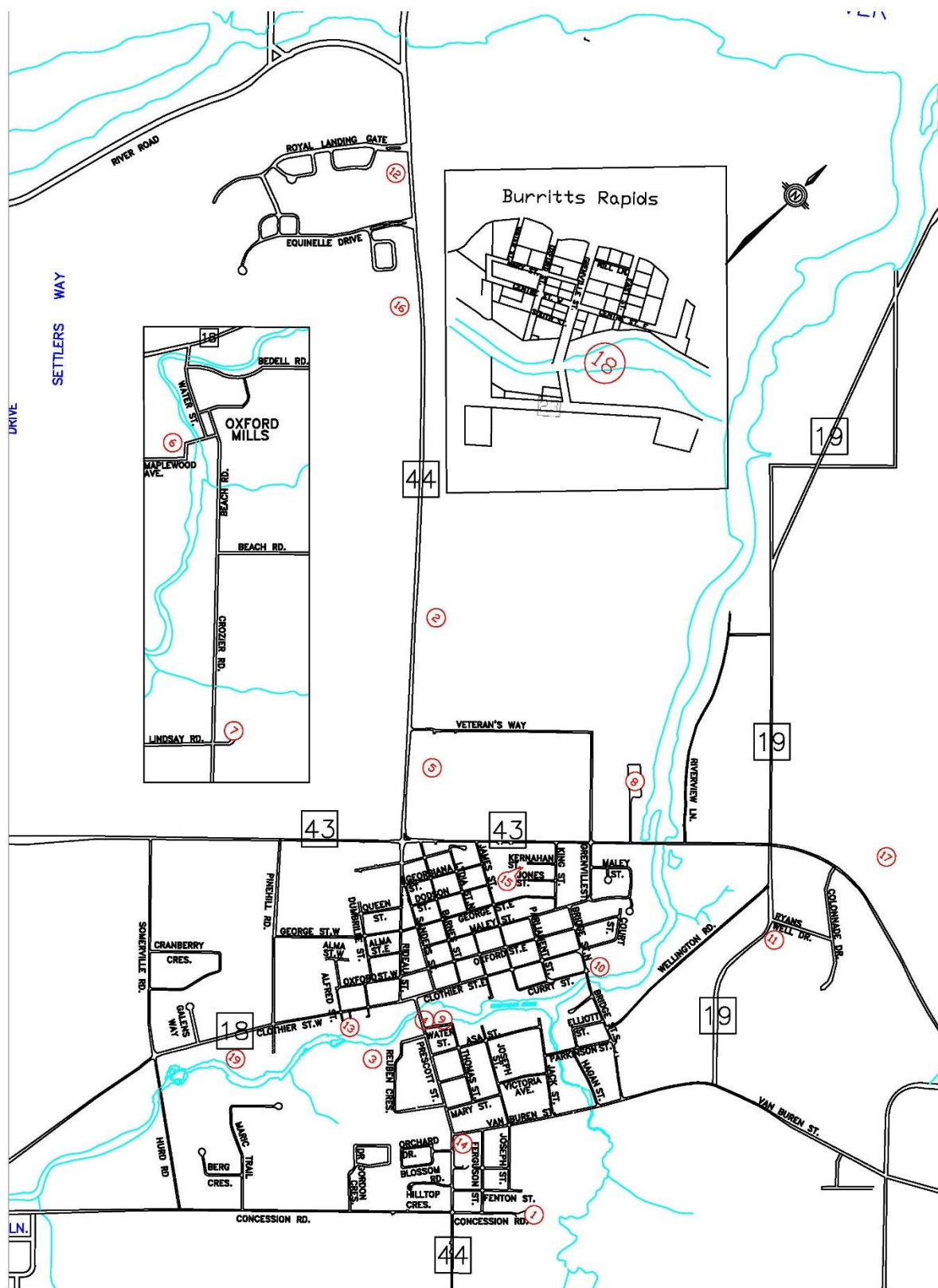
The MWJHSC will cover all municipal workplaces within the Municipality of North Grenville.

	North Grenville Workplace Locations	# of employees	Work Activities & Services
1	Concession Road Garage 2816 Concession Road Kemptville, ON 613-258-6565	4 (FT) 1 (PT) 2 (Seasonal)	Road Services
2	Emergency & Protective Services 259 County Rd 44 Kemptville, ON 613-258-2438	6 (FT) 40 (PT On-Call)	Emergency & By-law Management/ Fire Services (Fire Services follows Section 21 Guidelines)
3	Kemptville Pool (summer only) 29 Rueben Crescent Kemptville, ON 613-258-5799 (seasonal)	8 (FT) 4 (PT)	Lifeguard & Swimming Instruction
4	North Grenville Public Library 1 Water Street Kemptville, ON 613-258-4711	2(FT) 8(PT) 10(Volunteers) 2 (Seasonal) 1(Maintenance)	Library Administration & Services
5	Municipal Centre 285 County Rd 44 Kemptville, ON 613-258-9569	63 (FT) 20 (Seasonal)	Municipal Administration, Facility Operations/ Attendants/Grounds Keepers & Summer Camp Services
6	Oxford Mills Road Garage 94 Maplewood Oxford Mills, ON 613-258-2621	7 5 (Seasonal)	Road Services
7	Oxford Mills Waste Transfer Station 699 Crozier Rd Oxford Mills, ON 613-258-9677	1 (FT) 2 (PT)	Landfill Operations/Services
8	Wastewater Treatment Plant 2899 County Rd 43 Kemptville, ON 613-258-4799	7 (FT) 1 (Seasonal)	Water/Sewer Operations

	Other North Grenville Workplace Locations	# of employees	Activities
9	Court House 15 Water Street Kemptonville, ON	N/A	Facility Operations & Grounds Keepers
10	Bridge Street Sewage Pump Station 5 Bridge Street Kemptonville, ON	N/A	Water/Sewer Operations
11	Colonnade Sewage Pump Station 310 Ryan's Well Drive Kemptonville, ON	N/A	Water/Sewer Operations
12	Equinelle Sewage Pump Station 128 County Rd 44 Kemptonville, ON	N/A	Water/Sewer Operations
13	Alfred Well 1 Alfred Street Kemptonville, ON	N/A	Water/Sewer Operations
14	Vanburen Well 2 Vanburen Road Kemptonville, ON	N/A	Water/Sewer Operations
15	Kernahan Well 508 Kernahan Street Kemptonville, ON	N/A	Water/Sewer Operations
16	Equinelle Booster Station 166 County Rd 44 Kemptonville, ON	N/A	Water/Sewer Operations
17	East Quad Well 3099 County Rd 43 Kemptonville, ON	N/A	Water/Sewer Operations
18	Burritt's Rapids Public Library 1 Grenville Street Burritts Rapids, ON 613-269-3636	1 (PT)	Library Administration & Services
19	Kempton Court Sewage Pump Station 124 Kempton Court	N/A	Water/Sewer Operations

*Actual geographic locations of North Grenville workplaces are depicted on page 9

Note: Ratio of Certified members to workplaces is 1:8.5



A. PURPOSE

The Municipality of North Grenville Multi-Workplace Joint Health & Safety Committee (MWJHSC) is a forum where the employer and worker representatives can act together to identify, assess and control health and safety hazards. It is an essential part of the internal responsibility system within the Municipality of North Grenville. The purpose of the MWJHSC is to be proactive in making recommendations for the elimination or reduction of accidents, injuries, illnesses and diseases in the work place.

B. FUNCTIONS

To carry out its functions, the Committee engages in a wide range of activities many of which are specified in the Ontario Occupational Health & Safety Act (OHSA). In general the functions of the Committee are to:

1. Conduct meetings on a quarterly basis, or more often if deemed necessary to discuss health and safety issues
2. Make written recommendations to the employer for the improvements in workplace health and safety
3. Obtain information from the employer regarding actual or potential hazards
4. Ensure monthly workplace inspections are performed
5. Review workplace inspections by Committee members
6. Consult with the employer in the development and review of annual WHMIS training
7. Consult with the employer in the development and review of Health & Safety training needs within departments
8. Promote the acceptance of the Municipality of North Grenville's health and safety policies
9. Assist in developing health and safety rules and standards
10. Assess the hazard potential of new equipment, procedures and materials
11. Participate in the investigation of critical injuries
12. Participate in the investigation of accidents, incidents and occupational illnesses as required
13. Review all accident reports
14. Review annually the MWJHSC Terms of Reference and Health and Safety Policy and Procedures

C. COMPOSITION

The selection of a health and safety representative shall be made by those workers who do not exercise managerial functions and who will be represented by the health and safety representative in the workplace, or the part or parts thereof, as the case may be (OHSA Sec 8 (5)).

North Grenville's MWJHSC will consist of eleven (11) members, as such:

- a. Seven (7) worker members including a member that acts as Secretary who is the liaison between the committee and the employer. Members will be selected by employees of the workplace who they represent who do not exercise managerial functions
 - b. Four (4) members selected by the employer; from among persons who exercise managerial functions for the employer and, to the extent possible, who do so at the workplace
1. The structure of the workplaces allows for employees to work at more than one site allowing all workplaces to be represented by the seven (7) worker members as follows:
 - a. Operations Garages/Landfill (Public Works)
 - b. Fire Hall (Fire)
 - c. Library (Library)
 - d. Waste Water Treatment Plant/Pump Stations (Public Works)
 - e. Parks/Facilities (Parks, Recreation and Culture)
 - f. Planning and Development
 - g. Administration (Clerk, Treasury, CAO)
2. Requirements for Committee Membership
Committee membership is limited to all regularly employed persons of the workplace. A member of the Committee who ceases to be regularly employed at the workplace ceases to be a member of the Committee.
3. Replacement of Members
 - a. Selected members will fulfill their role until such time as a replacement is selected by the respective workplace party (either worker or management). If a worker member resigns or is unable to act, a replacement will be selected by majority vote by the workers from within the workplace the replacement member is to represent.
 - b. If a certified worker resigns or is unable to act, the employer shall, within a reasonable time, take all steps necessary to ensure the requirement is fulfilled in accordance with the OHSA Sec 9(12)

D. SELECTION

1. Members

The members of the Committee who represent workers shall be selected by the workers they are to represent.

Management representatives will be selected by the employer. The employer will ensure that the required number of management representatives is selected.

It is recommended that the employer select representatives by giving consideration to their knowledge of operations and to their duties and responsibilities as they relate to work procedures and safety.

The names, contact information and work locations of the MWJHSC members shall be posted on the Health & Safety bulletin board in each workplace. The listing of the members' names and work locations will indicate who the co-chairpersons are and who the certified members and designated certified members are. (SEE APPENDIX A)

1.1 Role of the Members

Each and every member of the MWJHSC has a role to play in ensuring the Committee meets its objectives.

All members should:

- a. Attend meetings
- b. Contribute their ideas and experiences to Committee discussions
- c. Obtain information if assigned to do so by the Committee
- d. Listen to concerns and suggestions made by all employees outside of the Committee and ensure they are referred to the respective supervisor or to the Committee, as appropriate
- e. Learn about Health & Safety in the workplace and share this knowledge with all employees when appropriate
- f. Undertake special task for the Committee
- g. Carry out regular interval workplace inspections to identify and correct hazards OHSa Sec 9(23 – 28)

9(23) members of a committee who represent workers shall designate a member representing workers to inspect the physical condition of the workplace.

9(24) if possible, the member designated under subsection (23) shall be a certified member

9(26) unless otherwise required by the regulations or by an order by an inspector, a member designated under subsection (23) shall inspect the physical condition of the work place at least once a month

9(27) If it is not practical to inspect the work place at least once a month, the member designated under subsection (23) shall inspect the physical condition of the work place at least once a year, inspecting at least a part of the work place in each month

9(28) the inspection required by subsection (23) shall be undertaken in accordance with a schedule established by the committee

- h. Conduct an Annual Review of the Workplace Violence Policy and Risk Assessment.
- I. In addition, members may have specialized responsibilities from time to time such as:
 - a. Carrying out accident investigations, as well as critical injuries incidents OHSA Sec 9(31)
 - b. Accompanying Minister of Labour Inspector on inspections

The worker member designated to carry out inspections has a responsibility to inform the Committee of hazardous or dangerous situations.

1.2 Certified Members

If there is more than one certified member representing workers, the workers who selected the members representing workers shall designate by consensus one or more certified members who then become solely entitled to exercise the rights and required to perform the duties under the OHSA of a certified member representing workers.

If there is more than one certified member representing the employer, the employer shall designate one or more of them who then become solely entitled to exercise the right and are required to perform the duties under the OHSA of a certified member representing the Employer.

Certified members are accessible as per the MWJHSC Members Contact list (SEE APPENDIX A)

The ratio of certified members to workplaces is 1:8.5

1.3 Role of Certified Member

- a. Perform tasks as required as a member of Committee
- b. Investigate dangerous occurrence complaints
- c. Investigate bilateral work stoppages (SEE APPENDIX B)

2. Co-Chairpersons

Two (2) of the members of the Committee shall co-chair the Committee meetings, one (1) of whom shall represent workers and be selected by majority vote by the worker members of the Committee and the other whom shall represent the employer and be selected by majority vote by the management members of the committee. The Co-chairpersons will be available for the Committee meetings and should view their attendance as a priority.

If it is not reasonably possible for either Co-chair to be present, the Committee will select an alternate by consensus from among its membership who is present at the meeting.

2.1 Role of the Co-Chairpersons

The Co-chairpersons play a key role in the Committee, the primary responsibility for running meetings lies with the co-chairpersons and it is important that they liaise with each other in the planning of meetings and the review of minutes. The co-chairpersons will decide prior to the meeting who will actually chair the meeting. They will be responsible for getting it started on time, keeping it on track, bringing all issues to a conclusion and ensuring that all members have the opportunity to contribute.

2.2 Planning Meetings

Good meetings require careful planning. The Co-chairpersons can ensure that this happens by:

- a. Scheduling meetings – arrange for dates, times and a suitable location. First meeting of each calendar year the MWJHSC shall establish its meeting schedule through to the end of the current year
- b. Preparing notices of meetings and agenda items in advance and ensuring that necessary information on agenda items will be available
- c. Ensuring that meetings start on time
- d. Any co-chairperson may call a meeting as required

2.3 Conducting Meetings

The Co-chairperson conducting the meeting should ensure that everyone on the committee has the chance to air his or her views and that no one person monopolizes the meeting.

2.4 Follow up

The Co-chairperson should ensure that committee recommendations are presented to the employer in writing and that the committee is informed of the employer's response.

3. Secretary

The secretary acts as the liaison between the Committee and the employer.

3.1 The Role of the Secretary

The primary role of the Secretary is to record the minutes of the committee meetings and maintain accurate records of their activities.

The Secretary's responsibilities may also include:

- a. Compiling the agenda as set by the Co-chairpersons
- b. Notifying committee members of meeting times and locations
- c. Ensuring that the minutes are agreed to by the Co-chairpersons prior to distribution, and that the committee has the opportunity to point out any errors or omissions at or before the next meeting
- d. Promptly circulates minutes, reports and information to committee members
- e. Pointing out items recorded in past minutes that require follow up and/or discussion by the committee
- f. Where necessary during meetings, clarifying with the committee whatever decisions have been reached

4. Alternate Member

4.1 Alternate members have not been identified due to the number of members exceeds the requirements of the OHSA

5. Term

5.1 Each Worker representative shall be asked to commit to a term of two (2) years. There will be no restriction on the number of terms each member is able to serve in this capacity. At the end of any given term, no more than 2 Worker representatives and 2 Management representatives may leave the committee.

5.2 Each Management representative will serve a term of two (2) years. The Municipality reserves the right to extend the term on a case by case basis and will determine the number of terms each member is able to serve in this capacity.

5.3 Each Co-Chairperson will serve a term of two (2) years. The term will be staggered to ensure continuity in the Committee. The worker Co-Chairperson shall be selected during the first meeting of each year ending with an even number. The management Co-Chairperson shall be selected during the first meeting of each year ending with an odd number. There

will be no restrictions on the number of terms each member is able to serve in this capacity.

6. Pay for work on Committee

6.1 A member of the Committee shall be deemed to be at work during the times described below and the Municipality of North Grenville shall pay the member for those times at the members' regular rate of pay in accordance with the OHSA section 9 (34).

- a. One hour minimum or such 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
- c. Such time as is necessary to carry out the member's duties under section 9 (26), (27) and (31) of the OHSA and any assigned related projects.

7. Notification of Meetings/Agenda

7.1 The agenda will be prepared by the Secretary from the direction of the Co-chairpersons and input from the Committee members. To get an item on the agenda from the general population of the work place, please complete the Request for Agenda Discussion form. (SEE APPENDIX C)
Sample Agenda. (SEE APPENDIX D)

8. Minutes of Meetings

8.1 The minutes of the MWJHSC meetings will serve as a written report of the Committee's activities and the progress of recommendations made.
Sample Agenda. (SEE APPENDIX E)

8.2 The Secretary will be responsible for recording the minutes of the Committee meetings.

8.3 The written minutes of the meetings will be made available to inspectors of the Ministry of Labour upon request.

8.4 The minutes will be reviewed and signed by the Co-chairpersons within one week of the meeting prior to the Secretary providing each Committee member, the CAO's office and posting copies for the general population of the workplace to review.

9. Quorum

9.1 All members are expected to attend every meeting. The Committee will require at least two (2) voting management members and four (4) voting non-management members present to achieve quorum. A meeting cannot be held in the absence of a quorum.

10. Dispute Resolution

10.1 Items unresolved by the MWJHSC after two (2) regular scheduled meetings would be referred to the Chief Administrative Officer (CAO) and the 2 Co-chairpersons to attempt to resolve the outstanding issue(s). A written response shall be given the MWJHSC by the next scheduled meeting.

E. INSPECTIONS

- a. A physical inspection of the workplace will be carried out as per the Inspection Schedule (SEE APPENDIX F) by a worker representative or designated worker that has been trained by a member of the MWJHSC.
- b. A worker representative or designated worker for the Wastewater Treatment Plant, The Public Works Road Garage, The Municipal Building and Recreation Facilities, and the North Grenville Fire Services will inspect their respective location as per the Inspection Schedule Appendix F.
- c. A standard Inspection Form along with a checklist will be used as a guide when inspecting and recording existing and potential hazards.
- d. The inspection form will identify who will be responsible to ensure the appropriate follow-up action is carried out. The identified person will date and initial in the appropriate place when the follow-up action is completed.
- e. The MWJHSC Secretary will be responsible for collecting and forwarding the inspection results to the related personnel. A copy of the Inspection report will be kept in a binder called "Inspection Reports."
- f. All outstanding inspection reports will be reviewed by one of the Co-chairpersons at each designated quarterly meeting.
- g. All inspection reports are kept on file in order to make them readily accessible in the event a Ministry of Labour Inspector asks to review them.

F. RECOMMENDATIONS

Reporting dangerous conditions/procedures and taking corrective action is a matter of immediate attention. Generally it is accepted that either Co-chairperson of the MWJHSC need not make a formal recommendation covering every health and safety concern they identify in the workplace. Most concerns can and should be dealt with on the spot by communicating directly with the supervisor responsible for the conditions or procedure in question. Normally it will be within the supervisor's power to take the appropriate corrective action.

However, the matters which do form the subject of formal recommendations are those which typically require:

- a. The establishment of a new corrective procedure
- b. A change in procedure involving different departments

- c. Additional training and /or education of personnel
- d. The allocation of significant funds for health and safety purposes
- e. The backing of senior management to reinforce a prior demand for corrective action which has been neglected or unnoticed

G. DEVELOPING RECOMMENDATIONS

Formal Recommendations shall follow the following process:

- a. A standard form Recommendations to Management will be used for all formal recommendations (SEE APPENDIX G)
- b. Identify the problem or concern
- c. Refer to supporting background information
- d. Recommend a solution
- e. Reach consensus within the MWJHSC
- f. Recommendations will contain specific action that will correct the problem (Formal recommendation process should not hold up correction of high risk items.)
- g. The recommendations will be forwarded to the Senior Manager by either of the Co-chairpersons.

The Secretary or anyone else forwarding recommendations to the Senior Management Team will expect a written response within 21 days OHSA 9(12). This response will be shared with all MWJHSC members no later than the next meeting and preferably as soon as possible.

H. WORKPLACE TESTING

In accordance with the OHSA 9(18-19), it is the function of the MWJHSC and it has power to,

Obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and

If consulted about, and have a designated member representing workers be present at the beginning of testing conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

The MWJHSC shall designate a member who is entitled to be present at the beginning of any workplace testing as described above.

I. UNSAFE CONDITIONS/PRACTICES

A worker must report any hazard or contravention of the Occupation Health & Safety Act to his supervisor. If the matter is not resolved, a worker should then refer it to a member of the MWJHSC.

When a Committee member gets involved in a worker complaint or concern, there are a few generally accepted guidelines which relate to that involvement. They are as follows:

- a. Deal with concerns promptly
- b. Concentrate on resolving health and safety matter. (The MWJHSC must not be used as a grievance committee.)
- c. Do not exceed your authority or circumvent established procedures
- d. Provide prompt and ongoing information to the concerned individual, in other words, make sure your complainant is kept up to date on all measures that are being taken to resolve his/her complaint or concern

J. RIGHT TO REFUSE WORK

The right may be exercised by a worker who has reason to believe that:

- a. A machine/equipment, device or thing that he is to work with is likely to endanger himself or another worker;
- b. The physical condition of the workplace is likely to endanger him;
- b.1 Workplace violence is likely to endanger himself or herself; or
- c. Any equipment, machine, device or thing he or she is to use, or operate or the physical condition of the workplace is in contravention of the OHSA or a Regulation and is likely to endanger himself or another worker. (SEE APPENDIX H)

K. BI-LATERAL WORK STOP PROCESS

If necessary, certified members of the committee have the right to stop work jointly if, following consultation, they agree that dangerous circumstances exist.

"Dangerous Circumstances 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.

If a certified member has reason to believe that "Dangerous Circumstances" exist, he may request that a supervisor investigate;

The supervisor shall promptly do so in the presence of the certified member; After the supervisor's investigation and remedial action (if any), if the certified member has reason to believe that "Dangerous Circumstances" continue to exist, he may call in the second certified member.

The second certified member will investigate in the presence of the first certified member. Depending on the outcome, one of two processes may ensue (SEE APPENDIX B)

L. ACCIDENT INVESTIGATION

It is the employee's responsibility to report any employment injury or work-related illness.

The immediate supervisor of the department where the accident took place along with a worker representative of the MWJHSC will be designated to investigate cases where a worker is killed or critically injured at a workplace from any cause and one of those members may, subject to subsection 51(2), inspect the place where the accident occurred and any machine, device or thing and shall report his or her findings to a Director of the Ministry of Labour and to the MWJHSC.

The Municipality of North Grenville Investigation protocol will be used to capture all relevant information concerning the accident. (SEE APPENDIX I)

M. TRAINING

An opportunity for special training will be provided for at least two committee members – one representing management and one representing employees. The standards for the special training will be established by Chief Prevention Officer.

The employee to receive special training (Core Certification Training) will be chosen by employee representatives on the MWJHSC. The management representative will be selected by the Employer.

N. MISCELLANEOUS

- a. Guest speakers may be asked to address subjects of special interest to the Committee members from time to time.
- b. At all times, both the employer and employees are strongly encouraged to provide any and all information for the Committee's consideration for the purpose of keeping all members of the organization well informed and up to date.

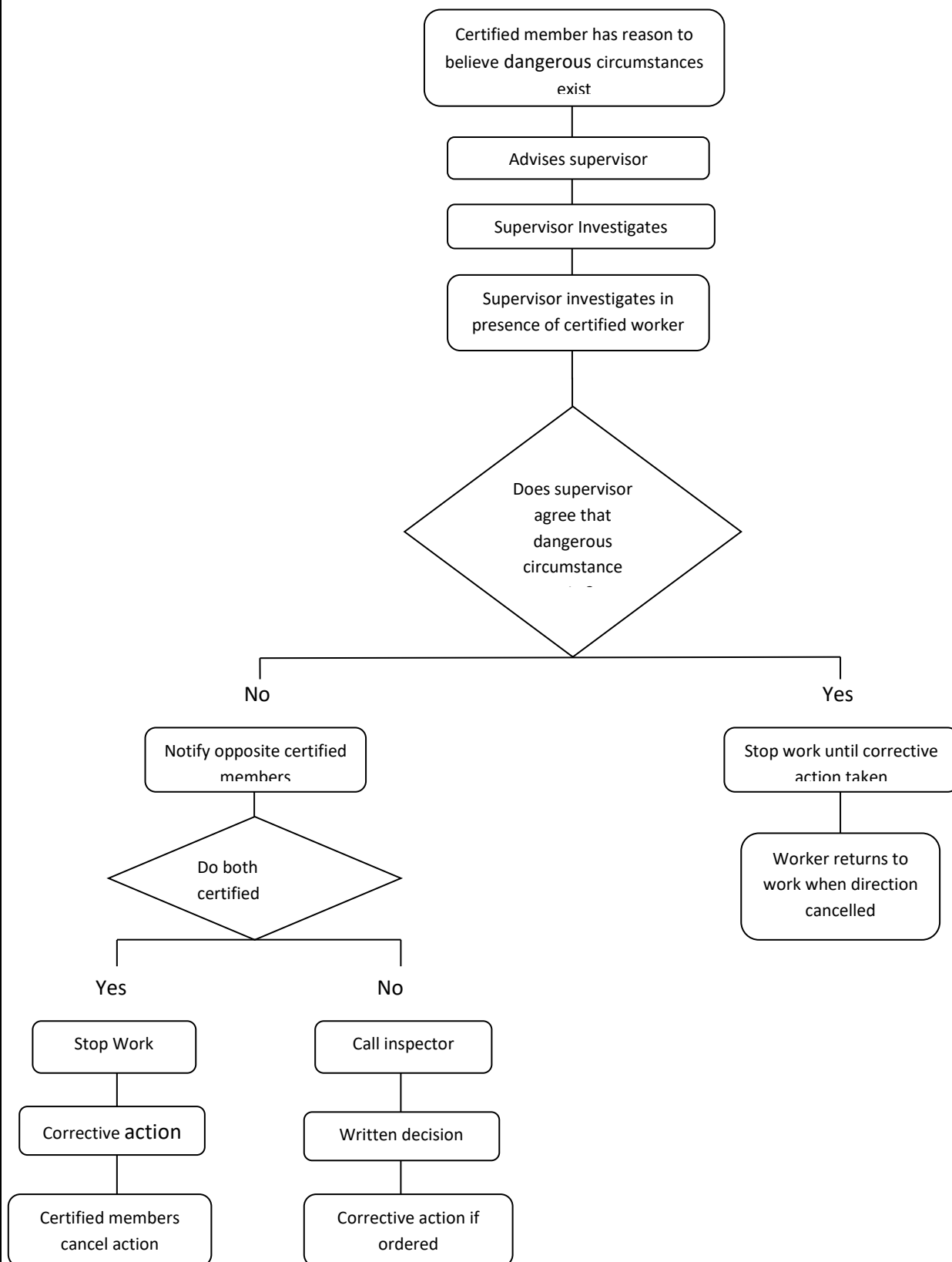


Appendix A
Multi-Workplace
Joint Health & Safety Committee Members

Co-Chair management representative: (Management)	Randy Urslak – Fire Services rurslak@northgrenville.on.ca Certification ID G57161
Co-Chair employee representative: (Worker)	Joe Petschenig – Facilities jpetschenig@northgrenville.on.ca Certification ID G48806
Secretary: (Worker)	Christa Stewart – Corporate Services cstewart@northgrenville.on.ca Certification ID E82613
Committee Member: (Management)	Mark Guy – Parks, Rec. & Culture mguy@northgrenville.on.ca Certification ID G29476
Committee Member: (Worker)	Jennifer Wallace – Water/Sewer Dept jwallace@northgrenville.on.ca Certification ID D22313
Committee Member: (Worker)	Patricia Price - Administration tprice@northgrenville.on.ca Certification ID AC61898
Committee Member: (Worker)	John Etheridge – Concession Rd Garage jetheridge@northgrenville.on.ca Certification ID G48809
Committee Member: (Management)	Jeff Buchanan - Facilities jbuchanan@northgrenville.on.ca Certification ID G29478
Committee Member: (Management)	Karen Dunlop – Public Works kdunlop@northgrenville.on.ca Certification ID G29475
Committee Member: (Worker)	Patricia Evans – NGPL pevans@ngpl.ca Certification ID G48810
Committee Member: (Worker)	Emily Harris – Planning & Development eharris@northgrenville.on.ca Certification ID E82614

Appendix B

Bi-lateral Stop Work Process



Appendix C



MULTI-WORKPLACE JOINT HEALTH & SAFETY REQUEST FOR AGENDA DISCUSSION

Name: _____ **Date:** _____

Date of next MWJHSC meeting: _____

Have you communicated this matter with your direct supervisor:

Yes ☐ **No** ☐

If yes, what was the outcome:

[illegible]

Is this a confidential matter:

Yes ☐ **No** ☐

Nature of business for Discussion: _____

Please provide details to assist the MWJHSC in the discussion process:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Appendix D
Sample Agenda



CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE
AGENDA

MULTI-WORKPLACE JOINT HEALTH & SAFETY COMMITTEE

To be held in Meeting Room 1 at 285 County Rd 44
On , 20XX at 12:00pm

Meeting declared open at

A. MINUTES OF THE PREVIOUS MEETING

Approval of Minutes of the JHSC meeting of

B. DEPUTATIONS

C. REPORTS

D. CORRESPONDENCE & INFORMATION

E. OTHER BUSINESS

F. ADJOURNMENT

Appendix E
Sample Minutes



CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE
DRAFT MINUTES FOR THE MWJHSC MEETING

Of _____, 20XX

Held at the Municipal Centre at 285 County Road 44 at 12:00 p.m.

Present: Co-Chair:
Co-Chair
Secretary
Committee Member:
Committee Member:
Committee Member:
Committee Member:
Committee Member:
Regrets: Committee Member

Co-Chair _____ declared the meeting open at _____ pm

DISCLOSURE OF INTEREST

MINUTES OF THE PREVIOUS MEETING

DELEGATIONS

REPORTS

OTHER BUSINESS

ADJOURNMENT

APPROVAL

(NAME), Management Co-Chair signature

Date

(NAME), Employee Co-Chair signature

Date

Appendix F Inspection Schedule

<u>Concession Road Garage</u>	
• Slips/trips/falls	Daily
• Vehicles	Daily
• Emergency exits • Emergency lighting • Exit signs • Fire extinguishers • First Aid kits	Monthly

<u>Emergency & Protective Services</u>	
• Slips/trips/falls	Daily
• Vehicles	Daily
• Hoods, Ducts and Filters	Weekly
• Emergency exits • Exit signs • Fire extinguishers • First Aid kits • Generator	Monthly

<u>Municipal Centre</u>	
• Slips/trips/falls	Daily
• Emergency doors/exits	Weekly
• Carbon Monoxide	Quarterly
• First Aid Kit	Quarterly
• Eye Wash Stations • Shower Station	Quarterly
<u>Arena</u> ▪ Boards ▪ Doors ▪ Gates ▪ Generator ▪ Ice thickness logs ▪ Netting ▪ Shielding	Weekly
• Defibrillator • Emergency lighting • Exit signs • Fire extinguishers • Fire stations (pull stations) • Fire Pump/sprinkler system	Monthly
• Ice Resurfacers (Circle checks) • Compressor logs	Daily

Community Suites	
• Slips/trips/falls	Daily
• Emergency doors/exits	Weekly
• Defibrillator	Monthly
• Emergency Exits	
• Exit signs	
• Fire extinguishers	
• Fire stations (pull stations)	
Theatre	
• Slips/trips/falls	Daily
• Emergency doors/exits	Weekly
• Emergency Exits	
• Exit signs	
• Fire extinguisher	
• Fire stations (pull stations)	

Parks & Recreation	
• Equipment (ride on mowers, weed eaters, ball diamond groomer, seeder, roller, aerator, fertilizer spreader)	Prior to usage
Armoury	Monthly
Maplewood Hall	Monthly
Riverside Park	Weekly
South Gower Park	Weekly
Crozier Park	Weekly
North Grenville Public Library	Monthly
Burritts Rapids Library	Monthly
Court House	Monthly
Bishop's Mills Park	Weekly
Oxford Station Park	Weekly
Oxford Mills Park	Weekly
South Branch Cove Park	Weekly
Henry Street Park	Weekly
eQuinelle Park	Weekly
eQuinelle Splash Pad	Daily
Rotary Park	Weekly
Curry Park	Weekly
County Rd 43 Cemetery	Weekly
John C Foster	Bi-Weekly
Gideon Adams	Bi-Weekly
Glengables Park	Bi-Weekly
Muldoon Road Boat Launch	Bi-Weekly
Giving Garden	Weekly
Skateboard Park	Daily
Dock Inspections	Weekly
Ball Diamond Fencing	Weekly

Municipal By-Laws	As per schedule included in the By-Law
<u>Oxford Mills Garage</u>	
• Slips/trips/falls	Daily
• Vehicles	Daily
• Emergency exits • Emergency lighting • Exit signs • Fire extinguishers • First Aid kits	Monthly
<u>Wastewater Treatment Plant</u>	
• Slips/trips/falls	Daily
• Vehicles	Daily
• Emergency exits • Emergency lighting • Exit signs • Fire extinguishers • First Aid kits	Monthly
• Laboratory	Monthly
<u>Pump Houses</u>	
Alfred Street	Monthly
Kernahan	Monthly
Vanburen Street	Monthly
eQuinelle Booster Station	Monthly
East Quad Well	Monthly
<u>Sewage Pumping Stations</u>	
eQuinelle Sanitary	Monthly
Bridge Street	Monthly
Colonnade Sanitary	Monthly
Kempton Court	Monthly

Appendix G



**MULTI-WORKPLACE JOINT HEALTH & SAFETY
RECOMMENDATIONS TO MANAGEMENT**

Date: _____

From: _____
Co-Chairperson – Labour **Co-Chairperson – Management**

Identified problem or concern (Include picture of sketch if necessary:

Recommended Solution:

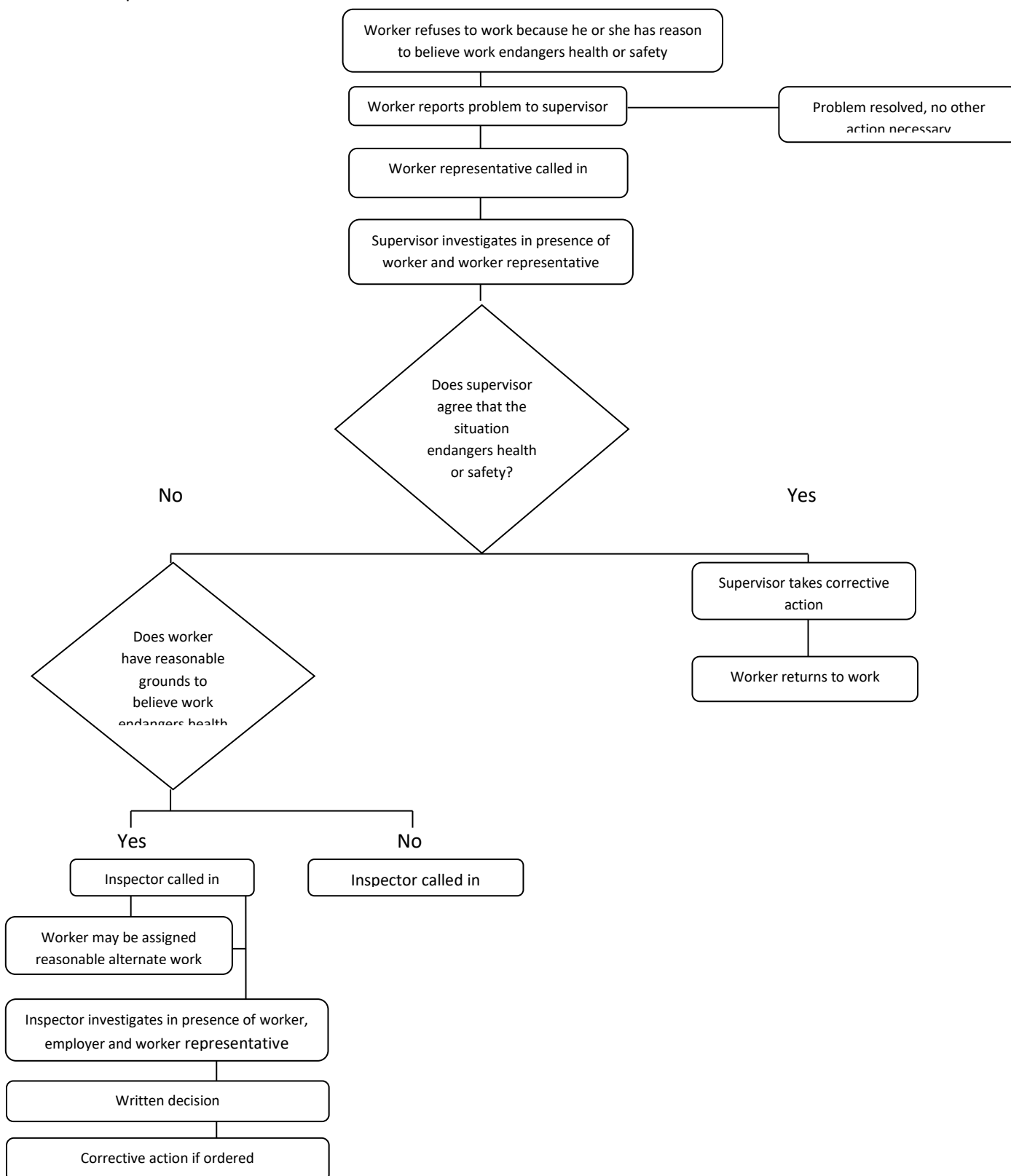
Management Response:

Date of response: _____ **Manager:** _____

The MWJHSC requests a written response to committee recommendations within 21 days. If recommendations will be implemented over a period of time we require a timetable outlining action that will be taken. If management decides against acting on the committee's recommendations, please provide the reason(s):

Appendix H Refusal to Work Procedure

The procedure to follow when a worker refuses to work



Appendix I
Accident Investigation Protocol

Response to Accidents Resulting in Injuries Requiring Medical Attention

1. Stop the Process Immediately.
2. Contact the joint health and safety worker member and conduct an immediate joint investigation (even if the injured worker is not available). Gather all available information such as:
 - a. How did accident occur?
 - b. Names of witnesses
 - c. Objects, equipment, parts, or substances involved in accident.
 - d. Maintenance records.
 - e. Is there a safe work procedure for the work being performed?
 - f. Was procedure being followed?
 - g. Did worker receive safety training for work being performed?
3. Identify root causes using “Basic/Root Cause Checklist” (see below)
4. Determine and implement temporary or, if possible, long term corrective measures to address root causes before re-starting the process.
5. Complete an accident investigation form and provide copies to the Joint Health and Safety Committee and the location
6. Ensure that copies of all records reviewed (training records, maintenance records, work procedures, safety talks, equipment drawings) are attached to the accident investigation.
7. Schedule follow-up review to review effectiveness of the temporary and long term corrective measures implemented.

Remember that the purpose of an accident investigation is to identify the root causes of the accident and to put into place corrective measures to prevent a reoccurrence of the accident. The assessment of blame is not part of an accident investigation.

Basic Causes of Many Accidents	
Physical/Physiological	Mental or Psychological
<ul style="list-style-type: none"> • Inappropriate height or reach • Inappropriate weight or size • Limited ability to sustain body positions • Temporary disabilities • Fatigue due to task load or duration • Fatigue due to sensory overload • Constrained movement 	<ul style="list-style-type: none"> • Confusing directions • Conflicting demands • Preoccupation • Frustration • Routine, monotony • Extreme judgment/decision demands
Knowledge/Skill	Tools and Equipment
<ul style="list-style-type: none"> • Lack of experience • Inadequate orientation • Inadequate initial training/instruction • Inadequate update training/instruction • Misunderstood directions • Inadequate practice • Infrequent performance 	<ul style="list-style-type: none"> • Inadequate standards or specifications • Inadequate availability • Inadequate adjustment/repair/maintenance • Inadequate inspection and or monitoring • Improper loading or rate of use • Used by unqualified or untrained people • Used for wrong purpose
Motivation and Supervision	Engineering
<ul style="list-style-type: none"> • Improper attempt to save time • Improper attempt to avoid discomfort • Inadequate performance feedback • Inadequate performance feedback • Unclear or conflicting assignment of responsibility • Inadequate work planning • Inadequate reference documents, directives, guidance publications • Lack of supervisory/management job knowledge • Inadequate matching of individual qualifications and job/task requirements • Inconsistent application of standards, procedures, rules • Inadequate monitoring use of standards, procedures rules 	<ul style="list-style-type: none"> • Inadequate assessment of loss exposure • Inadequate consideration of human factors or ergonomics • Inadequate standards, specifications, design criteria • Inadequate assessment of operational readiness • Inadequate monitoring of initial operation • Inadequate evaluation of changes