

GUIDELINES FOR THE STRUCTURE AND FUNCTION OF THE JOINT HEALTH AND SAFETY COMMITTEE REPRESENTING

Joint Health and Safety Committee (Elementary Teachers)

OECTA Elementary Office
6435 Edwards Blvd.,
Suite 203
Mississauga, Ontario
L5T 2P7

Employee Groups Represented:

OECTA Elementary
OECTA Elementary Occasional Teachers

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
40 MATHESON BLVD. WEST
MISSISSAUGA, ONTARIO
L5R 1C5**

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
HEALTH AND SAFETY MANUAL**

SUBJECT: Joint Health and Safety Committee (Elementary Teachers) Purpose	DATE: June 2010	
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1. The Joint Health and Safety Committee (Elementary Teachers) is an advisory body comprised of management and worker representatives under the Occupational Health and Safety Act and its Regulations. The goals of the Joint Health and Safety Committee (Elementary Teachers) are: to recognize workplace risks; to stimulate awareness of health and safety; and to provide greater protection against workplace injury and illness. Greater protection means, but is not limited to, reduced human suffering, work-related accidents and work-related deaths.

The Board shall provide necessary assistance and co-operation to Committee member(s) in carrying out any required duties and functions.

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1.0 STRUCTURE OF THE COMMITTEE

The following procedural guidelines are provided to ensure the effective and consistent functioning of the Joint Health and Safety Committee (Elementary Teachers) and its Sub-Committees in the Dufferin-Peel Catholic District School Board.

- 1.1** The Joint Health and Safety Committee (Elementary Teachers) shall be composed of:
- 1.1.1** Up to 10 members.
 - 1.1.2** Three workers from OECTA Elementary Unit and one worker from OECTA OT at the Elementary level. Worker members shall be selected by their respective employee groups.
 - 1.1.3** Up to an equal number of members from management as selected by the Employer;
 - 1.1.4** The worker members shall have an alternate member, and management should have a pool of alternates who will be selected in the same fashion as a Committee member;
 - 1.1.5** An alternate member assumes the full membership rights and responsibilities of the Committee member only when the member is absent. The worker and management alternates are requested to schedule the JHS committee meetings in case they are called upon in advance should an issue with respect to quorum arise.
- It is recommended by the Ministry of Labour, that members be selected by giving consideration to their knowledge, duties and responsibilities as they relate to work procedures and health and safety.
- 1.1.6** Terms of office for worker members shall be determined by their respective bargaining unit. Terms of office for management members shall be determined by the Employer.
- 1.2** There shall be a Co-Chairperson selected by respective management members and worker members. These Co-Chair positions will be reviewed annually by their respective management and worker members of the committee.
- 1.3** Both Co-Chairpersons shall be certified in accordance with the Occupational Health and Safety Act. Further to this, one additional worker member and one additional management member shall be certified each year. Certification shall be done as early in the school year as possible.
- 1.4** The Manager of the Health and Safety Department or designate will service the Committee in an advisory capacity by providing information and/or advice of technical, procedural and/or historical nature on matters pertaining to health and safety. The information or advice offered to this Committee must be non partisan and intended to benefit the health and safety of all students and staff of the Board.
- 1.5** At the invitation of both Co-Chairpersons additional persons may attend Committee meetings. Additional persons attending a Committee meeting may be called upon to provide information and comment, but shall not participate in the decision making of the Committee.

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- 1.6** The worksite supervisor, i.e. shall keep posted in a conspicuous place at the worksite the names, titles and work locations of the Joint Health and Safety Committee (Elementary Teachers) members.
- 1.7** A Ministry of Labour, Health and Safety Inspector may attend Committee meetings. Copies of Minutes of previous meetings and/or written correspondence will be supplied to the Inspector upon request.

2.0 FUNCTIONS OF THE JOINT HEALTH AND SAFETY COMMITTEE

2.1 The Joint Health and Safety Committee (Elementary Teachers) shall concern itself with health and safety issues related to all Elementary schools, administrative buildings, lands and premises within the jurisdiction of the Board, owned or leased, in which Elementary teachers are employed.

2.2 It is the function of the Joint Health and Safety Committee (Elementary Teachers), and it has power, to;

2.2.1 Identify and evaluate conditions and situations that may be a source of danger or of hazard to workers;

2.2.2 Obtain information from the employer respecting;

2.2.2.1 The identification of potential or existing hazards of materials, the processes or equipment;

2.2.2.2 Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge

2.2.3 Make recommendations with respect to the establishment, maintenance and monitoring of health and safety programs procedures and training as well as corrective measures for identified hazardous situations. All recommendations will be drafted by the secretary and approved by the Co-Chairs for submission to the Director within 5 days of the JHSC Meeting;

2.2.4 Follow up the implementation of the Committee recommendations;

2.2.5 Obtain information and test results from the 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;

2.2.6 Be consulted about and have a designated member representing workers present at the beginning of testing, 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;

2.2.7 Direct in writing, and through electronic copy, formal recommendations from the Co-Chairpersons of the Committee to the Director of Education with copies to the Senior Management Health & Safety Advisory Committee and the Manager of Health and Safety.

The Director of Education or designate will respond in writing, and through electronic copy, within twenty one calendar days of receipt of recommendations directly to the Co-Chairpersons of the Committee

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with copies to the Senior Management Health & Safety Advisory Committee and the Manager of Health and Safety. If circumstances arise in which the delivery time through the Board courier would result in the late arrival of the recommendations then the electronic copy should be delivered within the same 21 day period.

This response shall contain a timetable for implementing the recommendations agreed with and give reasons of disagreement for recommendations not accepted or agreed with.

- 2.2.8** Address matters related to Regulations made under the Occupational Health and Safety Act where applicable, and receive all reports as related to health and safety.
- 2.2.9** Establish and maintain Sub-Committees to further study or to investigate matters by selecting a member from the Joint Health and Safety Committee as a Chairperson responsible for reporting back to the Joint Health and Safety Committee.
- 2.2.10.1** The members will establish the operating parameters of the Sub-Committee.
- 2.2.10.2** The Sub-Committee will be comprised of Committee members and non-members wishing to provide expertise and input on matters.
- 2.3** Workplace safety inspections will be performed according to the Workplace Safety Inspection Procedures and Schedule as established by the Joint Health and Safety committee.
- 2.3.1** A portion of each site listed in section 8.0 shall be inspected every other month from September through June every year by the (Elementary Teachers) worker Co-Chair so that between the Elementary and CAMEO worker inspections a portion of every site shall be inspected every month and the entire school will be inspected once every year.
- 2.3.2** The Supervisor or designate will distribute the completed workplace inspection report to the Worker Co-Chair and the Health and Safety Department identifying the status of items which required attention within 30 days of the inspection.
- 2.3.3** The Supervisor shall respond immediately to hazardous conditions that present imminent danger as identified by the Worker Co-Chair.
- 2.4** The Joint Health and Safety Committee (Elementary Teachers) will designate worker members to jointly investigate, with the Health and Safety Department, all accidents where a worker is killed or critically injured. The Committee member(s) will audit requirements of the employer as prescribed in Sections 51 and 52 of the Occupational Health and Safety Act and Sections 5 and 6 of the Regulations for Industrial Establishments. The Worker Co-Chair may report findings to the Ministry of Labour with a copy to the Manager of Health and Safety and the President of the union/association of which the injured person is a member.
- 2.5** In the event of a critical worker injury or death of a worker requiring investigation under the Occupational Health and Safety Act;

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- 2.5.1** The Employer shall advise the Worker Co-Chair or designate. The Worker Co-Chair or designate shall be made available to perform his/her duties by his/her supervisor without undue delay; and
- 2.5.2** The supervisor of a worker whose serious injury or death requires investigation and the supervisor of the worksite in which the accident occurred, will provide all necessary assistance and information to the Committee members in the investigation of an accident.
- 2.6** A report of all WSIB claims will be submitted to the committee by the Health Promotion and Wellness Department at each meeting of the Committee. Such a report shall provide all necessary information as prescribed by the Occupational Health & Safety Act.
- 2.7** Should a Committee member receive a question from an employee that is intended for the Joint Health and Safety Committee (Elementary), it shall be referred to a Co-Chairperson for action. All employees will be encouraged to discuss occupational health and safety problems with their immediate supervisor before bringing it to the attention of the Committee.
- 2.8** The Worker Co-Chair or designate will attend any work refusal.
- 2.9** The Worker Co-Chair or designate will accompany a Ministry of Labour Health and Safety Inspector performing inspections. The Supervisor or designate will also accompany the Inspector.
- 2.10** Any recommendations for amendments, deletions or additions to these Guidelines must have the approval of the Joint Health and Safety Committee (Elementary Teachers) and shall be forwarded to the respective Union/Association Presidents/Chairpersons and Director of Education or designate for comments and approval prior to being set out in writing and dated to indicate when the last revisions were made.
- 2.11** All procedural guidelines will be reviewed annually by the Committee. Any amendments must also be submitted to the Ministry of Labour with all committee member signatures attached.
- 3.0** **QUORUM**
- 3.1** Formal Joint Health and Safety Committee (Elementary Teachers) meetings shall have a quorum when:
- a) fifty percent plus one member of the Committee and
 - b) at least fifty percent of the worker members and fifty percent of the management members are present in order to conduct business
 - c) Upon knowledge of impending meeting absence the member shall contact their respective Co-Chair. As per 1.1.5, the Co-Chair will then contact the designated alternate to ensure quorum.

If a Co-Chairperson is absent, the other Co-Chairperson will chair the meeting.

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3.2 If quorum is not possible, the meeting shall be rescheduled within 14 days of the original meeting date, or within such time as to not exceed 3 months from the last scheduled meeting, so as to comply with the OHSA.

4.0 MEETING AGENDA

4.1 The Joint Health and Safety Committee (Elementary Teachers) shall meet bi-monthly during the school year or at the call of either Co-Chair and agreed by the Director, and shall maintain and keep minutes of their proceedings.

4.2 Meetings will be scheduled for two hours with an additional ½ hour if required.

4.3 The Co-Chairpersons will determine and prepare an agenda and the secretary of the Health and Safety Department will forward a copy of the agenda and minutes of the previous meeting to reach all Committee members at least five working days in advance of the meeting.

4.4 All items raised from the agenda in meetings shall be investigated and dealt with on the basis of consensus rather than voting. In the event that a consensus cannot be reached, the position of the individual Committee members will be recorded in the minutes.

4.5 All items raised will be reported in the minutes and unresolved items will be placed on the agenda for the next meeting.

4.6 Committee members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution of the problem,

4.7 Any pertinent information and recommendations will be sent to members in advance of the meeting, when possible.

5.0 MINUTES OF MEETING

5.1 All minutes of formal Joint Health and Safety Committee (Elementary Teachers) meetings shall be approved by the Committee at the following meeting.

5.2 The Employer shall provide the necessary secretarial services for formal Joint Health and Safety Committee (Elementary Teachers) activities.

5.3 The Employer and each Committee member shall maintain copies of all minutes of Committee meetings, formal Committee reports and correspondence. These documents shall be returned by retiring members to the ownership of the Committee.

5.4 Copies of all Committee approved minutes, reports and formal correspondence shall be distributed to:

- Director of Education
- Supervisory Officers
- Joint Health and Safety Committee members
- Union Presidents/Association Chairpersons
- Elementary Principals and Managers
- Any employee upon request (via Health & Safety Department)

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5.5 Minutes are legal documents intended to record briefly and clearly the health and safety concerns dealt with by the Joint Health and Safety Committee. They are designed to provide information on the Committee's activities, decisions and recommendations.

5.5.1 The first page will include the name, affiliation and location of members present, members absent, advisory members, guests, and the recording secretary. The distribution list shall appear on the last page of the minutes.

5.5.2 Items will be listed consistently in bold lettering and include the essential particulars of discussions. These items will be numbered according to agenda numbers. Persons responsible for an action and the estimated date of completion will be indicated directly below the item.

5.5.3 The other business discussed by the Committee will also be recorded for example, accident statistical reports, requests to the Ministry of Labour, etc.

5.5.4 A first draft of the minutes will be made available to the co-chairs within a week following the meeting.

6.0 CONFIDENTIALITY

6.1 Except as required by law, no Committee member shall disclose or communicate any confidential information, report or result of any examination, chemical formulation of trade name products or personal medical data of any person acquired through serving as a Committee member.

7.0 MEMBER COMPENSATION

7.1 A member of the Joint Health and Safety Committee (Elementary Teachers) shall be entitled to time from work without loss of pay.

7.1.1 One hour or such longer period of time as the Committee determines is necessary to prepare for each Committee meeting;

7.1.2 To attend meetings of the Committee; and

7.1.3 To carry out the member's duties as required by the Occupational Health and Safety Act. A Committee member shall be deemed to be at work during these times and shall be paid at the member's regular or premium rate as may be proper.

7.2 A Committee member shall be deemed to be at work while becoming certified as required by the Occupational Health and Safety Act and shall be paid for those times at the member's regular or premium rate as may be proper.

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Joint Health and Safety Committee (Elementary Teachers)

Multi-site Agreement

The Joint Health and Safety Committee members below agree to the Procedural guidelines as approved at their meeting dated;

June 10, 2010

Management Co-Chair

Worker Co-Chair

Superintendent

Elementary Teacher

Manager of Design

Elementary Teacher

Principal

Occasional Teachers

O.E.C.T.A. ELEMENTARY UNIT

HEALTH AND SAFETY ADVISOR POSITION - OPERATING PRINCIPLES

1. There shall be a Health & Safety Advisor for the Joint Health & Safety Committee (Elementary Teachers) who shall be selected by the OECTA Elementary Unit. The Advisor shall be released full time from classroom duties. This position shall be treated as a secondment and will become effective September 1, 1995.
2. The teacher returning from the secondment shall be given a position comparable to that held before the secondment and in the same school or Family of Schools, or a mutually agreed upon position.
3. This position will retain all of the rights and privileges outlined in the O.E.C.T.A. Elementary Unit's Collective Agreement.
4. Salary, including benefits, seniority, teaching experience and sick leave credits to continue during the secondment. Salary and benefits to be paid for by the Board. Office space to be provided by the O.E.C.T.A. Elementary Unit.
5. The position will report routinely to the Joint Health and Safety Committee; make available any pertinent information that affects any employee group represented on the Joint Health and Safety Committee to the respective President or Designate; and report to the Manager of Health and Safety.
6. All the Unions and Associations represented on this committee agree to this concept and representation on their behalf by this position.
7. Travel and other expenses will be approved by the Manager of Health and Safety and paid according to Board policy.
8. Alternate worker members of the Joint Health and Safety Committee may be called upon in the event of the unavailability of the Advisor i.e. illness or simultaneous events as determined by the Co-chairs of the Joint Health and Safety Committee.
9. The incumbent member shall become certified as soon as possible and once certified shall become the designated certified worker member of this Joint Health and Safety Committee.
10. The position will:
 - a) Perform one full safety inspection of areas represented by this committee at each elementary school and elementary worksite according to a schedule established by the incumbent and the Manager of Health and Safety as approved by the Joint Health and Safety Committee and Senior Management.

The workplace inspections shall be performed in accordance with the inspection procedures as outlined by the Joint Health and Safety Committee and approved by Senior Management.

Develop inspection summary reports and identify trends. A follow-up inspection at a location may be performed as determined by the status of the inspections, the Health & Safety Advisor and the Joint Health and Safety Committee and the Manager of Health & Safety.

On the date of inspection, the incumbent shall report to the office/person in charge of any school/facility being inspected.

If further assessment is recommended beyond the committee's mandate, this shall be discussed by the incumbent with the Committee.

- b) Investigate all accidents where a worker belonging to one of the groups represented on the Committee is killed or critically injured as defined by the Occupational Health and Safety Act. The President or designate of the employee group involved in the critical injury or fatality would be advised.

The report and information will be directed back to the Joint Health and Safety Committee to ensure legal compliance. The Joint Health and Safety Committee shall forward its findings to the Ministry of Labour and Senior Management.

- c) Attend any work refusal by a worker belonging to one of the groups represented on the Committee. The President of the employee group involved in the work refusal would be advised.
- d) Accompany a Ministry of Labour Inspector performing inspections at an elementary school.
- e) Attend and participate in all Joint Health and Safety Committee and Sub-Committee meetings, where possible.
- f) Maintain confidentiality of information as described by the Joint Health and Safety Committee's Procedural Guidelines and the Occupational Health and Safety Act.
- g) Be informed at the beginning of all health and safety testing as required by the Occupational Health and Safety Act.
- h) Perform additional duties related to the health and safety needs of the Board as determined by the Joint Health and Safety Committee and approved by the Senior Management i.e. WHMIS Training, researching of information and assisting in school safety programs.
- i) To investigate complaints from workers represented on this Joint Health & Safety Committee in regards to a workplace in which dangerous circumstances exist.
- j) To initiate and assist in the investigation of a bilateral work stoppage once this person has become certified.

GUIDELINES FOR THE STRUCTURE AND FUNCTION OF THE JOINT HEALTH AND SAFETY COMMITTEE REPRESENTING

CANADIAN UNION OF PUBLIC EMPLOYEES 1483

CANADIAN UNION OF PUBLIC EMPLOYEES 2026

ASSOCIATION OF PROFESSIONAL STUDENT SERVICES PERSONNEL

MID MANAGEMENT ASSOCIATION

EDUCATIONAL RESOURCE WORKERS' ASSOCIATION

ONTARIO PUBLIC SERVICE EMPLOYEES UNION

REFERRED TO AS " C.A.M.E.O." FROM HERE ON

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
40 MATHESON BLVD. WEST
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In consultation with the Canadian Union of Public Employees Locals 1483 and 2026, the Association of Professional Student Services Personnel, the Mid Management Association, the Educational Resource Workers' Association, and the Ontario Public Service Employees Union, the Dufferin-Peel Catholic District School Board has established one Joint Health and Safety Committee (JHSC) to represent the health and safety interests of all CAMEO members in all Board work locations; and the parties have herein agreed to co-operative guidelines for the structure and function of this Joint Health and Safety Committee.

It is our firm belief that through joint education programs, joint investigations of problems, and joint resolution of these problems, the workplace will be safe and healthy for all employees.

The parties acknowledge that the proper functioning of the Joint Health and Safety Committee (CAMEO) can only be carried out where the representatives of the employer and of the workers are committed to these responsibilities.

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1.0 STRUCTURE OF THE COMMITTEE

The following procedural guidelines are provided to ensure the effective and consistent functioning of the Joint Health & Safety Committee (CAMEO) and its Sub-Committees in the Dufferin Peel Catholic District School Board:

- 1.1** The Joint Health and Safety Committee (CAMEO) shall be composed of:
- 1.1.1** Up to 10 members.
 - 1.1.2** 7 workers, who do not exercise managerial functions, from the unions/associations as selected by the unions/associations; each Union Local/Association shall have at least 1 member on the Committee. One of the worker members selected shall be seconded to act in the capacity of CAMEO Health and Safety Advisor on a full time basis.
 - 1.1.3** Up to 3 members from management as selected by the Director of Education;
 - 1.1.4** One alternate worker member from each Union Local/Association and one alternate management member shall be selected by the workers and management respectively;
 - 1.1.5** An alternate member assumes the membership rights and responsibilities of the Committee member only when the member is absent. The worker and management alternates are requested to schedule the JHSC meetings in case they are called upon in advance should an issue with respect to quorum arise.
 - 1.1.6** Terms of office for worker members of the CAMEO JH&SC shall be decided by their respective bargaining units.
 - 1.1.7** Terms of office for management members of the CAMEO JH&SC shall be decided by the Director of Education.
 - 1.1.8** It is recommended by the Ministry of Labour, that members be selected by giving consideration to their knowledge, duties and responsibilities as they relate to work procedures and health and safety.
- 1.2** The Management Co-Chair be selected by the management members of the committee. The Worker Co-Chair position be assigned to the CAMEO Health and Safety Advisory position as selected by the CAMEO Worker Members.
- 1.3** Both Co-Chair positions shall be certified in accordance with the Occupational Health and Safety Act. Further to this one worker and one management member from the committee shall be certified each year until the entire committee is certified. Certification shall be done as early in the school year as possible.
- 1.4** The Manager of the Health and Safety Department or designate will serve the Committee in an advisory capacity by providing information and/or advice of a technical, procedural and/or historical nature on matters pertaining to health and safety at the invitation of the Co-Chairpersons. The information or advice offered to this Committee must be non-partisan and intended to benefit the health safety of all students and staff of the Board.

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- 1.5** At the invitation of both Co-Chairpersons additional persons may attend Committee meetings. Additional persons attending a Committee meeting may be called upon to provide information and comment, but shall not participate in the decision making of the Committee.
- 1.6** The worksite supervisor shall keep posted in a conspicuous place at the worksite the names, titles and work locations of the Joint Health and Safety Committee (CAMEO members).
- 1.7** Ministry of labour Health & Safety Inspector may attend Committee meetings. Copies of minutes previous meetings and/or written correspondence will be supplied to the inspector upon request.

2.0 FUNCTIONS OF THE JOINT HEALTH AND SAFETY COMMITTEE

- 2.1** The Joint Health and Safety Committee (CAMEO shall concern itself with health and safety issues related to all schools, administrative buildings, lands and premises within the jurisdiction of the Board, owned or leased.
- 2.2** It is the function of the Joint Health and Safety Committee (CAMEO and it has power, to;
- 2.2.1** Identify and evaluate conditions and situations that may be a source of danger or of hazard to workers;
- 2.2.2** Obtain information from the employer respecting;
- 2.2.2.1** The identification of potential or existing hazards of materials, the processes or equipment;
- 2.2.2.2** Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge
- 2.2.3** Make recommendations with respect to the establishment, maintenance and monitoring of health and safety programs procedures and training as well as corrective measures for identified hazardous situations. All recommendations will be drafted by the secretary and approved by the co-chairs if submission to the Director within 5 days of the JHSC Meeting;
- 2.2.4** Follow up the implementation of the Committee recommendations;
- 2.2.5** Obtain information and test results from the 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;
- 2.2.6** Be consulted about and have a designated member representing workers present at the beginning of testing, 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;
- 2.2.7** Direct in writing, and through electronic copy, formal recommendations from the Co-Chairpersons of the Committee to the Director of Education with copies to the Senior Management Health & Safety Advisory Committee and the Manager of Health and Safety.

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The Director of Education or designate will respond in writing within twenty one calendar days of receipt of recommendations directly to the Co-Chairpersons of the Committee with copies to the Senior Management Health & Safety Advisory Committee and Manager of Health and Safety. If circumstances arise in which the delivery time through the Board courier would result in the late arrival of the recommendations then the electronic copy should be delivered within the same 21 day period.

This response shall contain a timetable for implementing the recommendations agreed with and give reasons of disagreement for recommendations not accepted or agreed with.

- 2.2.8.1** Address matters related to Regulations made under the Occupational Health and Safety Act where applicable, and receive all reports as related to health and safety.
- 2.2.9** Establish and maintain Sub-Committees to further study or to investigate matters by selecting a member from the Joint Health and Safety Committee as a Chairperson responsible for reporting back to the Joint Health and Safety Committee.
- 2.2.9.1** The members will establish the operating parameters of the Sub-Committee.
- 2.2.9.2** The Sub-Committee will be comprised of Committee members and non-members wishing to provide expertise and input on matters.
- 2.3** As required by the Occupational Health and Safety Act the workplace shall be inspected according to a schedule developed by the Committee. Inspections will be performed according to defined Workplace Safety Inspection Procedures.
- 2.3.1** A portion of each site listed in section 8.0 shall be inspected every other month from September through June every year by the (CAMEO) worker co-chair so that between the Elementary and CAMEO worker inspections a portion of every site shall be inspected every month and the entire school will be inspected every year.
- 2.3.2** In July and August the CAMEO Worker Co-Chair will perform inspections of all locations listed in section 8.0 and 9.0, and construction sites where CAMEO members are working.
- 2.3.3** The Supervisor or designate will distribute the completed workplace inspection report to the Worker Co-Chair and the Health and Safety Department identifying the status of items which required attention within 30 days of the inspection.
- 2.3.4.** The Supervisor shall respond immediately to hazardous conditions that present imminent danger as identified by the Worker Co-chair.
- 2.4** The Joint Health and Safety Committee (CAMEO Unit) will designate worker members to jointly investigate, with the Health and Safety Department, all accidents where a worker is killed or critically injured. The Committee member(s) will audit requirements of the employer as prescribed in Sections 51 and 52 of the Occupational Health and Safety Act and Sections 5 and 6 of the Regulations for Industrial Establishments. The Worker Co-Chair may report findings to the Ministry of Labour with a copy to the Manager of Health and Safety and the President of the union/association of which the injured person is a member.

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- 2.5** In the event of a critical worker injury or death of a worker requiring investigation under the Occupational Health and Safety Act;
- 2.5.1** The Employer shall advise the Worker Co-Chair or designate. The Worker Co-Chair or designate shall be made available to perform his/her duties by his/her supervisor without undue delay; and
- 2.5.2** The supervisor of a worker whose serious injury or death requires investigation and the supervisor of the worksite in which the accident occurred, will provide all necessary assistance and information to the Committee members in the investigation of an accident.
- 2.6** A report of all WSIB claims will be submitted to the committee by the Health Promotion and Wellness Department at each meeting of the Committee. Such a report shall provide all necessary information as prescribed by the Occupational Health & Safety Act.
- 2.7** Should a Committee member receive a question from an employee that is intended for the Joint Health and Safety Committee (CAMEO), it shall be referred to a Co-Chairperson for action. All employees will be encouraged to discuss occupational health and safety problems with their immediate supervisor before bringing it to the attention of the Committee.
- 2.8** The Worker Co-Chair or designate will attend any work refusal.
- 2.9** The Worker Co-Chair or designate will accompany a Ministry of Labour Health and Safety Inspector performing inspections. The Supervisor or designate will also accompany the Inspector.
- 2.10** Any recommendations for amendments, deletions or additions to these Guidelines must have the approval of the Joint Health and Safety Committee (CAMEO) and shall be forwarded to the respective Union/Association Presidents/Chairpersons and Director of Education or designate for comments and approval prior to being set out in writing and dated to indicate when the last revisions were made.
- 2.11** All procedural guidelines will be reviewed annually by the Committee. Any amendments must also be submitted also to the Ministry of Labour with all committee member signatures attached.
- 3.0** **QUORUM**
- 3.1** Formal Joint Health and Safety Committee (CAMEO) meetings shall have a quorum of fifty percent of the members of the Committee, at least one of which is a management member present and the number of management members shall not be greater than the number of worker members present in order to conduct business. One Co-Chairperson must be present in order to conduct business. Upon knowledge of impending meeting absence the member shall contact their respective Co-Chair. As per 1.15, the Co-chair will then contact the designated alternate to ensure quorum. If a Co-Chairperson is absent, the other Co-Chairperson will chair the meeting.
- 3.2** If quorum is not possible, the meeting shall be rescheduled within 14 days of the original meeting date, or within such time as to not exceed 3 months from the last scheduled meeting, so as to comply with the OHSA.

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
HEALTH AND SAFETY MANUAL**

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (CAMEO) PROCEDURAL GUIDELINES	REVISION DATE: JUNE 2010	PAGE: 5 OF 15
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4.0 MEETING AGENDA

- 4.1** The Joint Health and Safety Committee (CAMEO) shall meet bi-monthly during the school year or at the call of either Co-Chair and agreed by the Director, and shall maintain and keep minutes of their proceedings.
- 4.2** Meetings will be scheduled for two hours with an additional ½ hour if required.
- 4.3** The Co-Chairpersons will determine and prepare an agenda and the secretary of the Health and Safety Department will forward a copy of the agenda and minutes of the previous meeting to reach all Committee members at least five working days in advance of the meeting.
- 4.4** All items raised from the agenda in meetings shall be investigated and dealt with on the basis of consensus rather than voting. In the event that a consensus cannot be reached, the position of the individual Committee members will be recorded in the minutes.
- 4.5** All items raised will be reported in the minutes and unresolved items will be placed on the agenda for the next meeting.
- 4.6** Committee members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution of the problem,
- 4.7** Any pertinent information and recommendations will be sent to members in advance of the meeting, when possible.

5.0 MINUTES OF MEETING

- 5.1** All minutes of formal Joint Health and Safety Committee (CAMEO) meetings shall be approved by the Committee at the following meeting.
- 5.2** The Employer shall provide the necessary secretarial services for formal Joint Health and Safety Committee (CAMEO) activities.
- 5.3** The Employer and each Committee member shall maintain copies of all minutes of Committee meetings, formal Committee reports and correspondence. These documents shall be returned by retiring members to the ownership of the Committee.
- 5.4** Copies of all Committee approved minutes, reports and formal correspondence shall be distributed to:
- Director of Education
 - Supervisory Officers
 - Joint Health and Safety Committee members
 - Union Presidents/Association Chairpersons
 - All Principals and Managers
 - Any employee upon request (via Health & Safety Department)
- 5.5** Minutes are legal documents intended to record briefly and clearly the health and safety concerns dealt with by the Joint Health and Safety Committee. They are designed to provide information

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
HEALTH AND SAFETY MANUAL**

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (CAMEO) PROCEDURAL GUIDELINES	REVISION DATE: JUNE 2010	PAGE: 6 OF 15
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- 5.5.1** The first page will include the name, affiliation and location of members present, members absent, advisory members, guests, and the recording secretary. The distribution list shall appear on the last page of the minutes.

- 5.5.2** Items will be listed consistently in bold lettering and include the essential particulars of discussions. These items will be numbered according to agenda numbers. Persons responsible for an action and the estimated date of completion will be indicated directly below the item.

- 5.5.3** The other business discussed by the Committee will also be recorded for example, accident statistical reports, requests to the Ministry of Labour, etc.

- 5.5.4** A first draft of the minutes will be made available to the co-chairs within a week following the meeting.

- 5.5.5** The Co-Chairpersons will sign and date the approved minutes indicating that "In the opinion of the Joint Health and Safety Committee (CAMEO), these minutes are an accurate record of this meeting".

6.0 CONFIDENTIALITY

- 6.1** Except as required by law, no Committee member shall disclose or communicate any confidential information, report or result of any examination, chemical formulation of trade name products or personal medical data of any person acquired through serving as a Committee member.

7.0 MEMBER COMPENSATION

- 7.1** A member of the Joint Health and Safety Committee (CAMEO) shall be entitled to time from work without loss of pay.
 - 7.1.1** One hour or such longer period of time as the Committee determines is necessary to prepare for each Committee meeting;
 - 7.1.2** To carry out the member's duties as required by the Occupational Health and Safety Act. A Committee member shall be deemed to be at work during these times and shall be paid at the member's regular or premium rate as may be proper.

- 7.2** A Committee member shall be deemed to be at work while becoming certified as required by the Occupational Health and Safety Act and shall be paid for those times at the member's regular or premium rate as may be proper.

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (CAMEO) PROCEDURAL GUIDELINES	REVISION DATE: JUNE 2010	PAGE: 15 OF 15
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Joint Health and Safety Committee (CAMEO)

Multi-site Agreement

The Joint Health and Safety Committee members below agree to the Procedural Guidelines as approved at their meeting dated;

June 3, 2010

Management Co-Chair

Worker Co-Chair

Superintendent

CUPE 2026

Manager, Custodial & Office Services

CUPE 1483

ERWA

APSSP

Mid-Management

OPSEU

(CAMEO) HEALTH AND SAFETY ADVISOR POSITION
OPERATING PRINCIPLES

The operating principles of the CAMEO Health and Safety Advisor position which will be occupied by a certified worker member of the CAMEO Joint Health and Safety Committee are as follows:

1. The Management Co-Chair be selected by the management members of the committee. The Worker Co-Chair position be assigned to the CAMEO Health and Safety Advisory position as selected by the CAMEO worker members.
2. This position is a year round full time secondment position. This position will be assessed for effectiveness annually.
3. The position to be treated as a secondment.
4. The CAMEO member returning from the secondment will be given a position comparable to that previously held.
5. This position will retain all of the rights and privileges outlined in the **respective** agreements.
6. Salary, including benefits, seniority, experience and sick leave credits to continue during the secondment. Salary and benefits to be paid for by the Board in accordance with the respective Agreements. The secondment group will provide office space.
7. The CAMEO Presidents/Chairpersons, representing the groups of the CAMEO Joint Health and Safety Committee agree to this concept and representation on behalf of employee groups (indicated in a written memo).
8. The position will report routinely to the CAMEO Joint Health and Safety Committee; report any pertinent information that affects any employee groups represented on the CAMEO Joint Health and Safety Committee to the respective President/Chairperson and report directly to the Manager of Health and Safety.
9. Travel expenses will be approved by the Manager of Health and Safety and paid according to Board policy.
10. A worker member, preferably a certified member, of the CAMEO Joint Health and Safety Committee may be called upon in the event of the unavailability of the incumbent i.e., illness or simultaneous events.
11. This position will perform:
 - a) Inspections of a portion of each site listed in section 8.0 of the Procedural Guidelines every other month from September through June every year so that between the Elementary and CAMEO worker inspections a portion of every site shall be inspected every month and the entire school will be inspected every year.

Inspection in July and August of all locations listed in section 9.0 of the Procedural Guidelines where CAMEO workers are likely to encounter hazards. The Worker Co-Chair will also perform monthly inspections in every location listed in section 8.0 which operates in the summer time.

The workplace inspections shall be performed in accordance with the inspection procedures as outlined by the CAMEO Joint Health and Safety Committee and approved by the Director of Education or Designate.

Develop inspection summary reports and identify trends. A follow-up inspection at a location may be performed as determined by the status of the inspection, the incumbent and the CAMEO Joint Health and Safety Committee.

- a) On the date of inspection, the incumbent shall report to the office/person in charge of any school/facility being inspected.
- b) The incumbent with a representative from the Health and Safety Department will jointly investigate all accidents where a worker belonging to one of the groups represented on the committee is killed or critically injured as defined by the Occupational Health and Safety Act. The President/Chairperson of the employee group involved in the critical injury or fatality would be advised by the incumbent. The report and information will be directed back to the CAMEO Joint Health and Safety Committee to ensure legal compliance. The CAMEO Joint Health and Safety Committee shall forward its findings to the Ministry of Labour and the Director of Education.
- c) Attend any work refusal by worker belonging to one of the groups represented on the Committee. The President /Chairperson of the employee group involved in the work refusal would be advised by the incumbent.
- d) Accompany a Ministry of Labour inspector performing inspections at any work location where the inspection falls under the jurisdiction of the CAMEO Health and Safety Advisor.
- e) Attend and co-chair at all CAMEO Joint Health and Safety Committee meetings and may attend Sub-committee meetings.
- f) Maintain confidentiality of information as described by the CAMEO Joint Health and Safety Committee procedural guidelines and the Occupational Health and Safety Act.
- g) Be consulted about and optionally present at the beginning of health and safety testing as required by the Occupational Health and Safety Act.
- h) Additional duties related to the health and safety needs of the board, e.g., WHMIS training, research information for the CAMEO Joint Health and Safety Committee, assist in conducting WHMIS inventories and hazardous waste inventories, assist in school safety programs, i.e., fire safety, rail safety, electrical safety, etc. These would be requested by the Committee and/or the Manager of Health and Safety.

The Presidents/Chairpersons of the employee groups represented on the Joint Health and Safety Committee (CAMEO) and the Director of Education for the Dufferin-Peel Catholic District School Board agree to the Procedural Guidelines and Operating Principles of the Health and Safety Advisor position as attached. The parties agree that the duties of the position will be performed by the Dufferin Peel CAMEO worker member of the Joint Health and Safety Committee (CAMEO).

It is understood that the employee groups represented on the Joint Health and Safety Committee (CAMEO) will have the opportunity to participate in the assessment of the effectiveness of the position by the end of June each year.

CUPE 1483 President

Date

DPERWA President

Date

CUPE 2026 President

Date

APSSP President

Date

Mid-Management Chairperson

Date

OPSEU President

Date

Director of Education

Date

**GUIDELINES FOR THE STRUCTURE AND FUNCTION
OF THE JOINT HEALTH AND SAFETY COMMITTEE
REPRESENTING**

**Joint Health and Safety Committee
(Secondary Teachers)**

OECTA Secondary Office
6435 Edwards Blvd.,
Suite 203
Mississauga, Ontario
L5T 2P7

Employee Groups Represented:

OECTA SECONDARY

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
40 MATHESON BLVD. WEST
MISSISSAUGA, ONTARIO
L5R 1C5**

September 2011

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
HEALTH AND SAFETY MANUAL**

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (SECONDARY TEACHER) PURPOSE	DATE: September 2011	PAGE: 1 of 1
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The Joint Health and Safety Committee (Secondary Teachers) is an advisory body comprised of management and worker representatives under the Occupational Health and Safety Act and its Regulations. The goals of the Joint Health and Safety Committee (Secondary Teachers) are; to recognise workplace risks; to stimulate awareness of health and safety; and to provide greater protection against workplace injury and illness. Greater protection means reduced human suffering, work-related accidents and work-related deaths.

The Board shall provide necessary assistance and co-operation to Committee member(s) in carrying out any required duties and functions.

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
HEALTH AND SAFETY MANUAL**

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (SECONDARY TEACHERS) PROCEDURAL GUIDELINES	DATE: September 2011	PAGE: 1 of 10
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The following procedural guidelines are provided to ensure the effective and consistent functioning of the Joint Health and Safety Committee (Secondary Teachers) and its Sub-Committees in the Dufferin-Peel Catholic District School Board.

1.0 STRUCTURE OF THE COMMITTEE

1.1 The Joint Health and Safety Committee (Secondary Teachers) shall be composed of:

1.1.1 Up to 8 members.

1.1.2 Three workers, who do not exercise managerial functions, from the (Secondary Teachers)

1.1.3 Up to an equal number of members from management as selected by the Director of Education.

1.1.4 Each worker member shall have an alternate member, and management shall have an equal number of alternates, who will be selected in the same fashion as a Committee member; and

1.1.5 An alternate member assumes the full membership rights and responsibilities of the Committee member only when the member is absent.

1.1.6 The terms of office for worker members shall be decided by their bargaining unit. The terms of office for management members shall be decided by the employer.

It is recommended by the Ministry of Labour, that members be selected by giving consideration to their knowledge, duties and responsibilities as they relate to work procedures and health and safety.

1.2 There shall be a Co-Chairperson selected by respective management members and worker members.

1.3 Both co-chairpersons shall be certified in accordance with the Occupational Health and Safety Act. Additionally, one worker and one management member will be certified each year until all members are certified.

1.4 The Manager of the Health and Safety Department or designate will serve the Committee in an advisory capacity by providing information and/or advice of technical, procedural and/or historical nature on matters pertaining to health and safety. The information or advice offered to this Committee must be non-partisan and intended to benefit the health and safety of all students and staff of the Board.

1.5 At the invitation of both Co-Chairpersons, additional persons may attend Committee meetings. Additional persons attending a Committee meeting may be called upon to provide information and comment, but shall not participate in the decision making of the Committee.

1.6 The worksite supervisor, i.e. Principal or designate shall keep posted in a conspicuous place at the worksite the names, titles and work locations of the Joint Health and Safety Committee (Secondary Teachers) in locations where members of both associations work.

1.7 A Ministry of Labour, Health and Safety Inspector may attend Committee meetings. Copies of minutes of previous meetings and/or written correspondence will be supplied to the Inspector upon request.

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
HEALTH AND SAFETY MANUAL**

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (SECONDARY TEACHERS) PROCEDURAL GUIDELINES	DATE: September 2011	PAGE: 2 of 10
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- 2.0 Functions of the Joint Health and Safety Committee (SECONDARY TEACHERS).
- 2.1 The Joint Health and Safety Committee (Secondary Teachers) shall concern itself with health and safety issues related to all secondary schools, lands and premises within the jurisdiction of the Board - owned or leased, on which secondary teachers are employed.
- 2.2 It is the function of the Joint Health and Safety Committee (Secondary Teachers), and it has power, to;
- 2.2.1 Identify and evaluate conditions & situations that may be a source of danger or of hazard to workers;
- 2.2.2 Obtain information from the Employer respecting;
- 2.2.2.1 The identification of potential or existing hazards of materials, the processes or equipment; and
- 2.2.2.2 Health and safety experience and work practices and standards in similar or other industries of which the Employer has knowledge.
- 2.2.2.3 Reports required by the Act that relate to inspections and/or investigations undertaken by contracted consultants or Board personnel of health and safety issues related to all secondary schools, lands and premises within the jurisdiction of the Board - owned or leased, on which secondary teachers are employed.
- 2.2.3 Make recommendations with respect to the establishment, maintenance and monitoring of health and safety programs procedures and training as well as corrective measures for identified hazardous situations. All recommendations will be drafted by the secretary and approved by the Co-Chairs if submission to the Director within 5 days of the JHSC Meeting;
- 2.2.4 Follow up the implementation of the Committee recommendations;
- 2.2.4.1 It is understood that any timeline violations in the implementation of recommendations agreed to by the employer may be brought before the Ministry of Labour.
- 2.2.5 Obtain information and test results from the 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;
- 2.2.5.1 Obtain reports required by the Act from the Employer that relate to inspections and/or investigations undertaken by contracted consultants or Board personnel of health and safety issues related to occupational health and safety in all secondary schools, lands and premises within the jurisdiction of the Board - owned or leased, on which secondary teachers are employed.
- 2.2.6 Be consulted about and have a designated member representing workers be given the opportunity to be present at the beginning of testing, 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;
- 2.2.7 Direct in writing and through electronic copy formal recommendations from the Co-Chairpersons of the Committee to the Director of Education with copies to the Senior Management Health & Safety Advisory Committee and the Manager of Health and Safety.

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
HEALTH AND SAFETY MANUAL**

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (SECONDARY TEACHERS) PROCEDURAL GUIDELINES	DATE: September 2011	PAGE: 3 of 10
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The Director of Education or designate will respond in writing and through electronic copy within twenty one calendar days of receipt of recommendations directly to the Co-Chairpersons of the Committee with copies to the Senior Management Health & Safety Advisory Committee and the Manager of Health and Safety. If circumstances arise in which the delivery time through the Board courier would result in the late arrival of the recommendations then the electronic copy should be delivered within the same 21 day period.

This response shall contain a timetable including month and year, for implementing the recommendations agreed with and give reasons of disagreement for recommendations not accepted or agreed with;

- 2.2.8** Address matters related to Regulations made under the Occupational Health and Safety Act where applicable, and receive all reports as related to health and safety.
- 2.2.9** Establish and maintain Sub-Committees to further study or investigate matters by selecting a member from the Joint Health and Safety Committee as Chairperson responsible for reporting back to the Joint Health and Safety Committee.
- 2.2.9.1** The members of the Committee will establish the operating parameters of the Sub-Committee.
- 2.2.9.2** The Sub-Committee will be comprised of Committee members and non members wishing to provide expertise and input on matters.
- 2.3** Workplace safety inspections will be performed according to the Workplace Safety Inspection Procedures and the Schedule as established by the Joint Health and Safety Committee.
- 2.3.1** A portion of each site listed in section 8.0 shall be inspected every month by the Worker Co-Chair so that the entire school/facility is inspected once every year.
- 2.3.2** The Supervisor or designate will distribute the completed workplace inspection report to the Worker Co-Chair and the Health and Safety Department identifying the status of items which required attention within 30 days of the inspection.
- 2.3.3.** The Supervisor shall respond immediately to hazardous conditions that present imminent danger as identified by the Worker Co-Chair.
- 2.4** The Joint Health and Safety Committee (Secondary Teachers) will designate worker members to jointly investigate, with the Health and Safety Department, all accidents where a worker is killed or critically injured. The Committee member(s) will audit requirements of the employer as prescribed in Sections 51 and 52 of the Occupational Health and Safety Act and Sections 5 and 6 of the Regulations for Industrial Establishments. The Worker Co-Chair may report findings to the Ministry of Labour with a copy to the Manager of Health & Safety and the President of the union/association of which the injured person is a member.
- 2.5** In the event of a critical injury (as defined by the Occupational Health and Safety Act or death requiring investigation under the Occupational Health and Safety Act;
- 2.5.1** The Employer shall advise the Worker Co-Chair or designate. The Worker Co-Chair or designate shall be made available to perform his/her duties by his/her supervisor without undue delay; and

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
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- 2.5.2** The supervisor of a worker whose serious injury or death requires investigation and the supervisor of the worksite in which the accident occurred, will provide all necessary assistance and information to the Committee members in the investigation of an accident.
- 2.6** A report of all WSIB claims will be submitted to the committee by the Health Promotion and Wellness Department at each meeting of the Committee. Such a report shall provide all necessary information as prescribed by the Occupational Health & Safety Act.
- 2.7** Should a Committee member receive a question from an employee that is intended for the Joint Health and Safety Committee (Secondary), it shall be referred to a Co-Chairperson for action. All employees will be encouraged to discuss occupational health and safety problems with their immediate supervisor before bringing it to the attention of the Committee.
- 2.8** The Worker Co-Chair or designate will attend any work refusal.
- 2.9** The Worker Co-Chair or designate will accompany a Ministry of Labour Health and Safety Inspector performing inspections. The Supervisor or designate will also accompany the Inspector.
- 2.9.1** The Worker Co-Chair or designate will be informed of the arrival of any Ministry of Labour Inspector performing inspections at all secondary schools, lands and premises within the jurisdiction of the Board - owned or leased, on which secondary teachers are employed.
- 2.10** Any recommendations for amendments, deletions or additions to these Guidelines must have the approval of the Joint Health and Safety Committee (Secondary) and shall be forwarded to the respective Union/Association Presidents/Chairpersons and Director of Education or designate for comments and approval prior to being set out in writing and dated to indicate when the last revisions were made.
- 2.11** All procedural guidelines will be reviewed annually by the Committee. Any amendments must also be submitted to the Ministry of Labour with all committee member signatures attached.

3.0 QUORUM

- 3.1** Formal Joint Health and Safety Committee (Secondary Teachers) meetings shall have a quorum when:
- a) fifty percent plus one member of the Committee and at least
 - b) fifty percent of the worker members and management members are present in order to conduct business.
 - c) Upon knowledge of impending meeting absence the member shall contact their associated Co-Chair and the designated alternate to ensure quorum.

If a Co-Chairperson is absent, the other Co-Chairperson will chair the meeting.

- 3.2** If quorum is not possible for a scheduled meeting, the meeting shall be rescheduled within 14 days of the original meeting date or within such time as to not exceed 3 months from the last scheduled meeting, so as to comply with the OHSA.

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
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SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (SECONDARY TEACHERS) PROCEDURAL GUIDELINES	DATE: September 2011	PAGE: 5 of 10
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4.0 MEETING AGENDA

- 4.1** The Joint Health and Safety Committee (Secondary) shall meet bi-monthly during the school year or at the call of either Co-Chair and agreed by the Director, and shall maintain and keep minutes of their proceedings.
- 4.2** Meetings will be scheduled for two hours with an additional ½ hour if required.
- 4.3** The Co-Chairpersons will determine and prepare an agenda and the secretary of the Health and Safety Department will forward a copy of the agenda and minutes of the previous meeting to reach all Committee members at least five working days in advance of the meeting.
- 4.4** All items raised from the agenda in meetings shall be investigated and dealt with on the basis of consensus rather than voting. In the event that a consensus cannot be reached, the position of the individual Committee members will be recorded in the minutes.
- 4.5** All items raised will be reported in the minutes and unresolved items will be placed on the agenda for the next meeting.
- 4.6** Committee members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution of the problem.
- 4.7** Any pertinent information and recommendations will be sent to members in advance of the meeting, when possible.

5.0 MINUTES OF MEETINGS

- 5.1** All minutes of formal Joint Health and Safety Committee (Secondary Teachers) meetings shall be approved by the Committee at the following meeting.
- 5.2** The Employer shall provide the necessary secretarial services for formal Joint Health and Safety Committee (Secondary) activities.
- 5.3** The Employer and each Committee member shall maintain copies of all minutes of Committee meetings, formal Committee reports and correspondence. These documents shall be returned by retiring members to the ownership of the Committee.
- 5.4** Copies of all Committee approved minutes, reports and formal correspondence shall be distributed to:
- Director of Education
 - Supervisory Officers
 - Joint Health and Safety Committee members
 - Union Presidents/Association Chairpersons
 - Secondary Principals and Managers
 - Any employee upon request (via Health & Safety Department)
- 5.5** Minutes are documents intended to record briefly and clearly the health and safety concerns dealt with by the Joint Health and Safety Committee. They are designed to provide information on the Committee's activities, decisions and recommendations.

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
HEALTH AND SAFETY MANUAL**

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (SECONDARY TEACHERS) PROCEDURAL GUIDELINES	DATE: September 2011	PAGE: 6 of 10
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5.5.1 The first page will include the name, affiliation and location of members present, members absent, advisory members, guests, and the recording secretary. The distribution list shall appear on the last page of the minutes.

5.5.2 Items will be listed in bold lettering and include the essential particulars of discussions. Persons responsible for an action and the date of resolution will be indicated directly below the item.

5.5.3 The other business discussed by the Committee will also be recorded for example, accident statistical reports, requests to the Ministry of Labour, etc.

5.5.4 A first draft of the minutes will be made available to the Co-Chairs within a week following the meeting.

6.0 CONFIDENTIALITY

6.1 Except as required by law, no Committee member shall disclose or communicate any information, report or result of any examination, chemical formulation of trade name products or personal medical data of any person acquired through serving as a Committee member.

7.0 COMPENSATION

7.1 A member of the Joint Health and Safety Committee (Secondary Teachers) shall be entitled to remuneration or time from work without loss of pay,

7.1.1 One hour or such longer period of time as the Committee determines is necessary to prepare for each Committee meeting;

7.1.2 To attend meetings of the Committee; and

7.1.3 To carry out the members duties as required by the Occupational Health and Safety Act. A Committee member shall be deemed to be at work during these times and shall be paid at the member's regular or premium rate as may be proper.

7.2 A Committee member shall be deemed to be at work while becoming certified as required by the Health and Safety Act and is paid for those times at the member's regular or premium rate as may be proper. Worker certification training shall be provided by the Workers Health and Safety Centre at the expense of the employer.

SUBJECT: JOINT HEALTH AND SAFETY COMMITTEE (SECONDARY TEACHERS) PROCEDURAL GUIDELINES	DATE: September 2011	PAGE: 7 of 10
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8.0 List of Secondary Schools/Facilities inc Addresses & #'s of employees

SECONDARY SCHOOLS

Ascension of Our Lord SS
7640 Anaka Drive
Mississauga, ON
L4T 3H7 Total Staff = 72

Cardinal Leger SS
75 Mary Street
Brampton, ON
L6W 3K5 Total Staff = 103

Father Michael Goetz SS
330 Central Parkway West
Mississauga, ON
L5B 3K6 Total Staff = 157

Holy Name of Mary SS
115 Glenvale Boulevard
Brampton, ON
L6S 3J7 Total Staff = 72

Iona Catholic SS
2170 Sheridan Way
Mississauga, ON
L5J 2M4 Total Staff = 95

John Cabot SS
635 Willowbank Trail
Mississauga, ON
L4W 3L6 Total Staff = 94

Loyola Catholic SS
3566 South Common Court
Mississauga, ON
L5L 2B1 Total Staff = 113

Notre Dame SS
2 Notre Dame Avenue
Brampton, ON
L6Z 4L5 Total Staff = 127

Our Lady of Mt. Carmel SS
3700 Trelawny Circle
Mississauga, ON
L5N 5J7 Total Staff = 139

Philip Pocock SS
4555 Tomken Road
Mississauga, ON
L4W 1J9 Total Staff = 112

Robert F. Hall SS
6500 Old Church Road
Caledon East, ON
L7C 0H3 Total Staff = 148

St. Aloysius Gonzaga SS
2800 Erin Centre Blvd
Mississauga, ON
L5M 6R5 Total Staff = 174

St. Augustine SS
27 Drinkwater Road
Brampton, ON
L6Y 4T6 Total Staff = 136

St. Edmund Campion SS
275 Brisdale Drive
Brampton, ON
L7A 3C7 Total Staff = 177

St. Francis Xavier SS
50 Bristol Road W
Mississauga, ON
L5R 3K3 Total Staff = 163

St. Joan of Arc SS
3801 Thomas Street
Mississauga, ON
L5M 7G2 Total Staff = 96

St. Joseph SS
5555 Creditview Road
Mississauga, ON
L5V 2B9 Total Staff = 145

St. Marcellinus SS
730 Courtney Park Drive W.
Mississauga, ON
L5W 1L9 Total Staff = 103

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8.0 List of Secondary Schools/Facilities inc Addresses & #'s of employees

St. Marguerite d'Youville SS
10815 Dixie Road
Brampton, ON
L6R 2W5 Total Staff = 154

St. Martin SS
1470 Rosemary Drive
Mississauga, ON
L5C 1X2 Total Staff = 85

St. Michael SS
9130 Columbia Way
Bolton, ON
L7E 4G6 Total Staff = 90

St. Paul SS
815 Atwater Avenue
Mississauga, ON
L5E 1L8 Total Staff = 79

St. Thomas Aquinas SS
25 Corporation Drive
Brampton, ON
L6S 6A2 Total Staff = 162

Adult & Continuing Education Centres

Brian J. Fleming
870 Queen Street West
Mississauga, ON
L5H 4G1 Total Staff = 21

St. Gabriel Adult Learning Centre
3750 Brandon Gate Drive
Mississauga, ON
L4T 3M8 Total Staff = 25

Archbishop Romeo Catholic SS

Administration Office
2495 Credit Valley Drive
Mississauga, ON
L5M 4G8 Total Staff = 3

Campus Locations

Silvercreek Outdoors Centre
27 Sideroad, 13500 Fallbrook Trail
Georgetown, ON

L7G 4S8 Total Staff = 3

Brampton Campus
150 Central Park Drive #113
Brampton, ON

L6T 2T9 Total Staff = 5

HELP Campus
2495 Credit Valley Road
Mississauga, ON

L4M 4G8 Total Staff = 1

Main Street Co-op Campus
28 Main Street North, # 200
Brampton, ON

L6V 1N6 Total Staff = 3

Mississauga Campus
2495 Credit Valley Road
Mississauga, ON

L4M 4G8 Total Staff = 3

New Directions – North Campus
40 Gillingham Drive #403
Brampton, ON

L6X 4X7 Total Staff = 7

New Directions – South Campus
2495 Credit Valley Drive
Mississauga, ON

L5M 4G8 Total Staff = 5

PPC Program - Brampton
28 Main St. N. Unit 200
Brampton, ON

L6V 1N6 Total Staff = 3

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8.0 List of Secondary Schools/Facilities inc Addresses & #'s of employees

PPC Program - Caledon
28 Main St. N. Unit 200
Brampton, ON
L6V 1N6 Total Staff = 2

Gateway Campus
St. Bonaventure School #103
35 McCrimmon Drive
Brampton, ON
L7A 2Z5 Total Staff = 1

PPC Program - Mississauga
2495 Credit Valley Drive
Mississauga, ON
L5M 4G8 Total Staff = 4

New Start Program Campus
St. Kevin School, #105
103 Malta Avenue
Brampton, ON
L6Y 4C8 Total Staff = 1

Sanctuary Campus
2495 Credit Valley Drive
Mississauga, ON
L5M 4G8 Total Staff = 2

PACE Program Mississauga
75 Watline Avenue
Mississauga, ON
L4Z 3E5 Total Staff = 2

Sheridan College Davis Campus
4180 Duke of York Blvd.
Mississauga, ON
L5B 0G5 Total Staff = 2

PACE Program Brampton
28 Main St. N. Unit 200
Brampton, ON
L6V 1N6 Total Staff = 2

Catholic Education Centre School-Campus

Caledon Campus
14780 Hurontario Street
Caledon, ON
L7C 2C2 Total Staff = 2

SOLACE Program, Trillium Centre
Campus
St. Pio of Pietrelcina, #117
4765 Huron Heights Drive
Mississauga, ON
L4Z 4G9 Total Staff = 1

Countryside Campus
Christ the King E.S.
32240 Garthwood Rd., #101
Mississauga, ON
L5L 5A2 Total Staff = 1

Westlake Campus
St. Vincent de Paul, #108
665 Willowbank Trail
Brampton, ON
L4W 3L6 Total Staff = 1

Education Forward Campus
120 Matheson Blvd. East, # 201
Mississauga, ON
L4Z 1X1 Total Staff = 1

**JOINT HEALTH AND SAFETY COMMITTEE (SECONDARY TEACHERS)
WORKER CO-CHAIR OPERATING PRINCIPLES**

The operating principles of the OECTA Secondary Unit Joint Health and Safety Committee Worker Co-Chair position are as follows:

1. The Worker Co-chair of the JHSC (Secondary Teachers) shall be released full-time beginning February 1, 1994.
 - a) The costs of this release from February 1, 1994 until June 30, 1994 shall be assumed by the Board.
 - b) Beginning September 1, 1994 the Board shall assume 2/3 of this release cost, with the additional deduction from PTR derived staffing of 1/3 of a teacher.
 - c) The conditions in (b) shall remain in effect until the number of secondary schools (OECTA) reaches 20. At this time the Board shall assume full costs for this release position.
2. The incumbent returning from this position shall be given a position comparable to that held before the appointment, in the same school;
3. Appointed by the OECTA Secondary Units, the incumbent of this position will retain all of the rights, privileges, and responsibilities outlined in the O.E.C.T.A. Secondary Units Collective Agreement;
4. Salary, including benefits, seniority, teaching experience and sick leave credits to continue during the appointment. Salary and benefits to be paid for by the Board. Office space to be provided by the Ontario English Catholic Teachers' Association - Secondary Unit;
5. The incumbent will report routinely to the Joint Health and Safety Committee, make available any pertinent information that affects any employee represented on the Joint Health and Safety Committee to the respective President or Designate, and report to the Manager of Health and Safety;
6. Travel, and other expenses, will be submitted for approval by the Manager of Health and Safety and paid according to Board policy;
7. Any other worker member of the Joint Health and Safety Committee may be called upon in the event of the unavailability of the incumbent as authorised by the Co-Chairs of the Joint Health and Safety Committee;
8. This position will:
 - a) Perform monthly inspections such that one full safety inspection is completed at each secondary school premises annually according to a schedule established by the incumbent and the Manager of Health and Safety as approved by the Joint Health and Safety Committee and Senior Management.
Prior to performing a scheduled inspection, the worker co-chair will make contact with administration. Any unscheduled inspections will also involve contact with administrator.

The workplace inspections shall be performed in accordance with the inspection procedures as outlined by the Joint Health and Safety Committee and approved by Senior Management.
Develop inspection summary reports and identify trends. A follow-up inspection at a location shall be performed as determined by the status of the inspection, the incumbent and the Joint Health and Safety Committee and the Manager of Health and Safety.;
 - b) Investigate all accidents where a worker belonging to one of the employee groups represented by the Committee is killed or critically injured as defined by the Occupational Health and Safety Act, and prepare a written report which will be directed back to the Joint Health and Safety Committee to ensure legal compliance. The Joint Health and Safety Committee shall forward its findings to the Ministry of Labour and Senior Management;
 - c) Attend any work refusals by a worker belonging to one of the employee groups represented on the Committee. The President of the employee group would also be advised of the work refusal;
 - d) Accompany a Ministry of Labour Inspector performing inspections at a secondary school and its grounds;

- e) Attend and participate as Worker Co-Chair in all Joint Health and Safety Committee and Sub-Committee meetings;
- f) Maintain the confidentiality of information as described by the Joint Health and Safety Committee Purpose and Procedural Guidelines and the Occupational Health and Safety Act;
- g) Be consulted about all health and safety testing and be given the opportunity to be present at the beginning of all health and safety testing, as required by the OHSA; The Worker Co-Chair or designate shall be deemed to be at work during the times described in this section and the member's employer shall pay the member for those times at the member's regular or premium rate as may be proper. Any duties performed beyond the regular work day will be reported to the Manager of Health and Safety. Time in lieu will be considered and approved by the manager.
- h) Perform additional duties related to the health and safety needs of OECTA Secondary Unit as determined by the Joint Health and Safety Committee and approved by Senior Management. Examples of these additional duties would be; WHMIS training, research information for the Committee, assist in conducting WHMIS inventories and hazardous waste inventories or assisting in school safety programs.