

## **Terms of Reference**

### **Joint Central Committee on Health and Safety**

#### **1. Purpose**

Arising from the August 29, 2003 Letter of Understanding, a Joint Central Committee on Health and Safety is created by the Ontario Public Service Employees Union and the Ontario Hospital Association. The purpose of the Joint Central Committee on Health & Safety (JCCHS or the Committee) is to gather information, discuss and make recommendations to the OHA's Health and Safety Advisory Committee on matters affecting the health and safety of OPSEU-represented employees in the workplace. The parties will invest in this Committee the authority and, on a cost shared basis, the funds it needs to fulfill its mandate.

#### **2. Mandate and Functions**

The mandate and functions of the JCCHS may include, but are not limited to the following:

- i. The parties will identify, gather and analyze the information they require to discuss the health and safety risks to employees in the workplace, which may include the commissioning of studies;
- ii. The parties will gather, review and analyze incident, accident and occupational disease statistics and make recommendations as necessary. Additionally, the parties will review all critical injury and fatality reports and make recommendations;
- iii. The parties will discuss health and safety issues that have a broad and/or province-wide impact;
- iv. The Committee will act as a resource to local Joint Health and Safety Committees (JHSC);

- v. The Committee will receive and address requests for research and assistance from local JHSCs on matters that they are unable to resolve and that have a broad and/or province-wide impact;
- vi. The JCCHS may make recommendations to the OHA's Health and Safety Advisory Committee on hospital health and safety initiatives on matters such as, but not restricted to, training programs, best practice programs, infection control, use of safety-engineered devices, patient lifting devices and programs, personal protective equipment, ventilation, violence in the workplace policies and programs, stress, workload, and ergonomically designed equipment and work processes.

3. **Membership and Meetings**

- i. The Committee will consist of two members from each party, not including staff members, for a total of four members;
- ii. Meetings will be chaired alternately by the Hospital and OPSEU co-chairs;
- iii. The Committee will meet at a minimum on a quarterly basis and more frequently as necessary to fulfill its mandate;
- iv. All time spent attending the Committee meetings shall be considered as work time and paid by the member's employer at the regular or premium rate, as may be proper;
- v. Paid preparation time, if needed, not to exceed **two** hours will be provided to Union members prior to scheduled Committee meetings;
- vi. Union members of the Committee shall be afforded time off regularly scheduled working hours to attend meetings of the Committee;
- vii. Meetings will be held alternately at OPSEU and OHA head offices in Toronto;

- viii. Each party will pay for travel and incidental expenses of their members when they attend Committee meetings.

4. **Administrative Processes**

- i. Agenda items for the JCCHS are to be agreed upon between the co-chairpersons and the finalized agenda shall be circulated to Committee members at least one week in advance of regularly scheduled meetings;
- ii. Full attendance is encouraged at all Committee meetings; however quorum is established if at least 50 percent of the representatives of each party (excluding staff resources) are present;
- iii. Reasonable efforts will be made to schedule Committee meetings to permit attendance of all members;
- iv. All recommendations made by the Committee will be on the basis of consensus.
- v. With prior agreement of both parties, resource people may be invited to attend a meeting. Resource people may be present for all or part of the meeting as agreed;
- vi. Minutes shall be taken at all meetings of the Committee by the hosting organization. Every effort will be made to ensure distribution of draft minutes to Committee co-chairpersons, within 10 working days following the meeting.
- vii. Minutes of the previous meeting will be amended if necessary and approved at the next meeting. Co-chairs will ensure that minutes from the previous meeting are finalized and signed for distribution within a week of the subsequent meeting. The Recording Secretary shall be responsible to ensure the minutes, once finalized, are distributed according to the distribution list;
- viii. Minutes will report: all items that are resolved; timeframes and responsibility for action; in the event of disagreement over an item, the differing positions of the parties;

- ix. Copies of the minutes will be circulated to: all Committee members and staff resource people, the Health and Safety Advisory Committee, both parties' websites, all Employee Health Departments, the Chairperson of OPSEU's Hospital Professionals Division, OPSEU/OHA Staff Negotiators, OPSEU Health Sector Supervisor and local hospital JHSCs (note that OPSEU will undertake to distribute the minutes to their contacts on local hospital JHSCs)
- x. The communication of specific JCCHS recommendations (to whom, how and when) will be discussed and determined by the Committee on a case-by-case basis.

5. **Dispute Resolution Process**

**To be determined.**

6. **Amendments to these Terms of Reference**

Any amendments, deletions or additions to these Terms of Reference must have the consensus of the parties and will be set out in writing as an appendix to this document.