

TERMS OF REFERENCE
FOR THE STRUCTURE AND FUNCTION OF
THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
MULTI-WORKPLACE JOINT HEALTH AND SAFETY COMMITTEE (MJHSC)

White Collar MJHSC (Multi site Joint Health and Safety
committee)

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

(hereafter referred to as the "City")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 503

(hereafter referred to as "CUPE 503")

The White Collar MJHSC includes the following workers:

Administrative assistants, Engineers, Project Coordinators, Building
Inspectors, Urban Planners and Financial Clerk

**MULTI-WORKPLACE JOINT HEALTH AND SAFETY COMMITTEE
AGREEMENT**

- I) It is a requirement of the Occupational Health and Safety Act, RSO as amended, to establish a policy to encourage the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.
- II) It is our firm belief that through joint education programs, joint investigations of problems, and joint resolution of those problems, the workplace will be made safe and healthy for all employees.
- III) The City and CUPE 503 have agreed to establish a multi-workplace a MJHSC under the Occupational Health and Safety Act and have reached an understanding to their reference terms attached hereto.

- IV) The parties acknowledge that a Multi Joint Health and Safety Program can only be successful where everyone in the workplace is committed to their responsibilities. Therefore, the parties undertake to co-operate in ensuring that these Terms of reference and the full intent of the Occupational Health and Safety Act are carried out by their respective organizations.
- V) The parties hereto adopt these Terms of Reference in good faith and agree to promote and assist the Multi Joint Health and Safety Committee and Committee members by providing such information, training, and assistance as may reasonably be required for the purpose of carrying out their responsibilities.
- VI) Below is the list of unions/bargaining units with their respective number of members covered by the agreement:

CUPE: Canadian Union of Public Employees of Local 503
 Full time (unionized): 70 workers
 Temporary (unionized): 7 workers
 Part time (non-unionized): 2 workers
 Students (non-unionized): 19 workers
 All temporary and part time workers will be able to apply to be part of the MJHSC.
Management members:
 Full time (non-unionized): 24 management members

FOR THE EMPLOYER

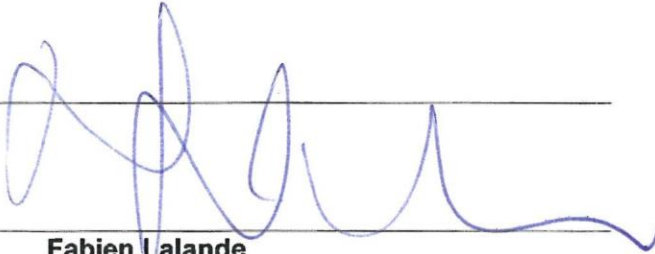
FOR THE UNION

Mario Zanth
Mayor


James Watson
CUPE Local 503

Monique Ouellet
Clerk

Pierre Voisine
Chief Administrative Officer



Jacob Chenier
MJHSC Employer Co-Chair

Fabien Lalande
MJHSC Employee Co-Chair

DATED: _____

**TERMS OF REFERENCE
FOR THE STRUCTURE AND FUNCTION
OF
THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
MULTI-WORKPLACE JOINT HEALTH AND SAFETY COMMITTEE (MJHSC)
OF THE WHITE-COLLAR WORKERS**

PREAMBLE

The *Occupational Health and Safety Act, RSO 1990* as amended, requires the establishment of Joint Occupational Health and Safety Committees where twenty or more workers are regularly employed at a workplace or where designated substances regulations apply.

The *Occupational Health and Safety Act, RSO 1990* as amended, also requires the designation of a health and safety representative in each workplace where a Joint Occupational Health and Safety Committee is not required but that the number of workers regularly exceeds five.

Description of Workplaces Covered by Terms of Reference.

Pursuant to the foregoing, two (2) workplaces where Management and CUPE members would be **entitled to a Joint Health and Safety Committees are:**

- 1) City hall (1560 Laurier St, Rockland, Ontario)
- 2) Old Clarence City Hall (415 Lemay St. Clarence-Creek, Ontario)

White collar workers:

Administrative assistants, Engineers, Project Coordinators, Building Inspectors, Urban Planners, Financial Clerks,

The Occupational Health and Safety Act also permits, through a Minister's Order in writing, that an employer may establish one or more Joint Committee to serve the needs of a multi-site workplace.

In recognition of the foregoing entitlements in terms of representation and training pursuant to the *Occupational Health and Safety Act*, the Corporation of the City of Clarence-Rockland and the Canadian Union of Public Employees Local 503 have agreed to establish a multi-workplace Joint Health and Safety Committee under the *Occupational Health and Safety Act*.

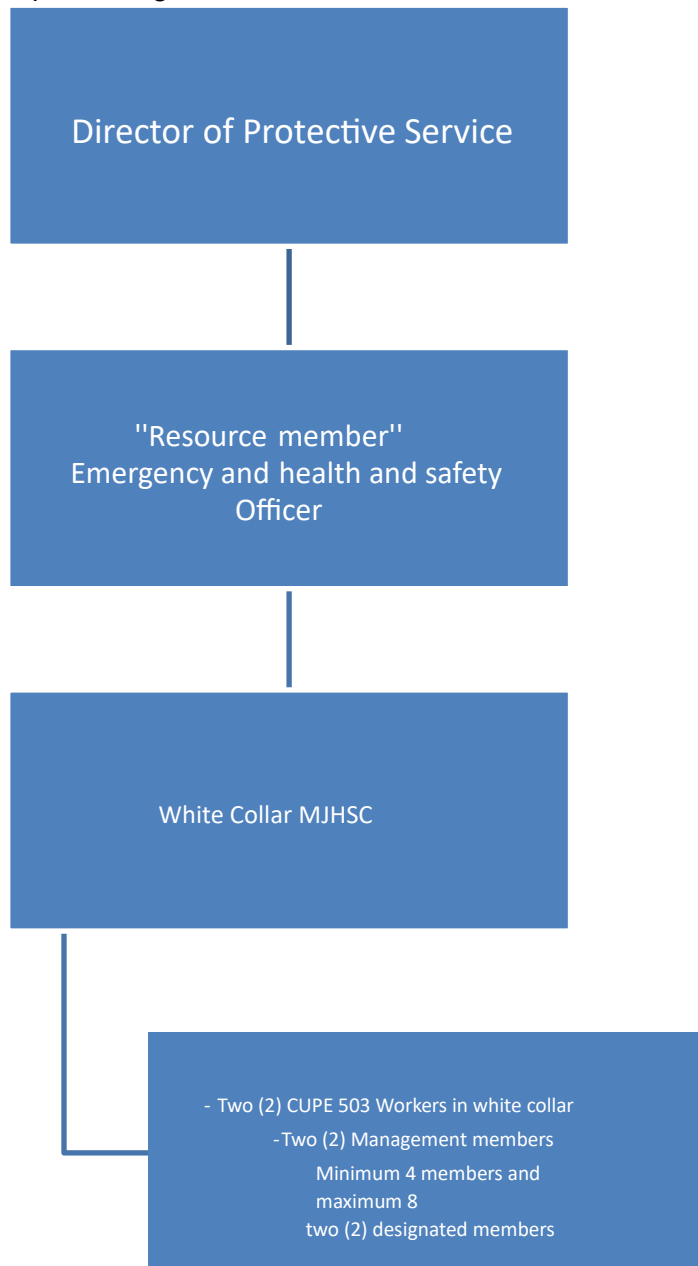
A list of all workplace locations is provided in Appendix "A."

In the event additional workplace locations are established or if any of the workplace locations listed in Appendix "A" require health and safety representation or coverage, the parties will meet to discuss how that representation or coverage will be provided.

As per Ontario Regulation 490/09, a list of designated substances can be found in Appendix "B."

1.0 Structure of the Committee

- 1.1 The Multi-Workplace Joint Health & Safety Committees (referred to hereafter as the 'MJHSC'), shall consist of a minimum of four (4) and not more than eight (8) members. Minimum two (2) worker members and minimum two (2) management members. Workers must contact their respective unions to be part of the MJHSC committee and shall write directly to the union. If the number of workers is not met, Management Co-Chair needs to contact the worker union and request additional members. Regarding members in a management position, members shall be appointed by Senior management.
- 1.2 The City of Clarence-Rockland shall have one (1) Multi Joint Health & Safety Committees representing all office workers. The white collar MJHSC.



- 1.3 Where a vacancy occurs, the respective parties shall try to fill it within sixty (60) days of the resignation by CUPE 503.
- 1.4 Geographical workplace and workplace proximity is described in appendix A :

2.0 Membership

2.1 Functions and Powers of the MJHSC. (worker and management)

To attain the spirit of the Occupational Health and Safety Act, the functions of the MJHSC shall be:

- (a) To identify situations that may be a source of danger or hazard to workers.
- (b) To evaluate and make recommendations with respect of all matters pertaining to health and safety in the workplace to appropriate senior management.
- (c) To encourage and recommend adequate education and training programs to the employer so that all employees know their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.
- (d) To recommend to the employer of the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers.
- (e) To obtain information from the employer respecting:
 - i) the identification of potential or existing hazards of materials, processes, or equipment,
 - ii) health and safety experience and work practices and standards in similar operations of which the employer has knowledge, and
 - iii) any other such data as required by the committee to perform its duties.
- (f) To obtain information 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.
- (g) To be consulted about and have a designated member representing workers be present at the beginning of testing conducted in or about the workplace to ensure that valid testing procedures are used or to confirm

the test results are valid. The designated worker member will be selected by the worker members on the MJHSC.

- (h) To obtain information, evaluate and make recommendations related to Designated Substances and WHMIS.
- (i) To deal with any other health and safety matters that the Committee deems appropriate.
- (j) To ensure a timely and satisfactory response and follow-up by the Employer to Committee recommendations.
- (k) Worker certified members and the management certified members have additional duties and functions as prescribed under Occupational Health and Safety legislation. These include:
 - i) to investigate any complaint where dangerous circumstances, exist
 - ii) to assist in the investigation of a work refusal,
 - iii) to initiate and assist in the investigation of a bilateral work Stoppage,
 - iv) accessibility to investigate at any time,
 - v) inspection of workplaces.
- (l) Committee members will observe the basic rules of confidentiality in the performance of their duties.
- (m) MJHSC members will receive a copy of the health and safety program audit reports to review and make recommendations on the functioning of health and safety programs. Program audits are designed to verify that programs are implemented in the workplace and continue to protect workers.
- (n) Worker members shall designate one or more workers to investigate cases where a worker has been killed or critically injured in the workplace, as required by their obligations. The designated worker(s) members of the MJHSC may inspect the accident site, including any machinery, devices, or other relevant factors. Their findings shall be reported to the Ministry of Labour (MOL) and the committee.

2.2 The Employer will post a list of Committee members together with their contact information (telephone number and email address) and their work locations on the Health and Safety bulletin boards at each work location under the jurisdiction of the MJHSC.

3.0 Committee Members

- 3.1 A worker member of the MJHSC must be a member of CUPE local 503 (white-collar). Once the new member has joined the MJHSC, the co-chairs and the rest of the committee shall educate the new member on their functions regarding workplace inspections and attendance at MJHSC meetings. The new member shall be introduced to both co-chairs and review the MJHSC terms of reference. The new member will also review the last three (3) MJHSC meeting minutes to get a better idea of how the meetings are conducted and what the most recent health and safety topics were.
- 3.2 If a worker ceases to be employed at such location, he/she ceases to be a member of the MJHSC
- 3.3 The business of the MJHSC shall be coordinated by the two Co-chairs, one representing management, the other representing the workers. The Worker Co-chair of the committee shall be selected by the worker side and the Management Co-chair of the committee shall be designated by the CAO or senior management. Co-chairs shall alternately chair the regularly scheduled meetings and prepare the appropriate agendas. In regard to coordination of the MJHSC, the Emergency Management and Health and Safety Officer is responsible for the continuous improvement of the MJHSC, keeping records, communications and its efforts to improve workplace safety. This member will be referred to as the Resources member.
- 3.4 The MJHSC Co-chair's appointment is for a renewable one-year term unless a vacancy occurs earlier. Every year, the worker co-chair is voted in by the workers and the same applies for the management co-chair but voted by management.
- 3.5 Every MJHSC shall have one (1) certified worker member and one (1) certified management member. A total of 2 members of the MJHSC shall be certified.
- 3.6 If no member representing workers is a certified member, the worker union shall select from among them one or more who are to become certified. If no member representing management is a certified member, the CAO shall select from among them one or more who are to become certified.
- 3.7 The replacement of certified members shall be done within sixty (60) days. The selection of the certified members shall be done in a scheduled meeting. All members will need to vote on who will be doing their certification. In order to be certified, members must complete the JHSC certification training Parts 1 and 2. Part 2 must be completed within twelve months of completion of Part 1.
- 3.9 If there is more than one certified member representing workers, the workers shall designate one or more certified members who then become solely entitled to exercise the rights required to perform the duties under this Act of a certified member representing workers. The certified member may rotate every year (renewable).

4.0 Activities and Procedures of the Committee Members

- 4.1 The co-chair members have many responsibilities. Each responsibility will be discussed in each section.
- 4.2 The attendance of resource persons and special guests must be discussed in a MJHSC meeting prior to hosting. The discussion must revolve around the pertinency of inviting the resource persons or special guest. The invitation of a special guest will be added to the agenda as well.
- 4.3 A Co-chair may, with prior notification and approval of his/her counterpart, invite any additional person(s) (referred to as guest(s)) to attend the MJHSC meeting to provide additional information and comment, but the guest(s) shall not participate in the regular business of the committee meeting, nor have the right to vote on any matter. Such guests may include union representatives, advisors, or administrative support.
- 4.4 A Ministry of Labour, Occupational Health and Safety Officer may attend Committee meetings. Copies of previous minutes and/or written correspondence will be supplied to the representative upon request.
- 4.5 Members of the MJHSC have permission to access workplaces where they work for means of workplace inspection, accident investigation and including work refusals. The duties of certified and non-certified members differ and will be discussed later in the following sections.

5.0 Certification, Training of MJHSC and Role of the Designated member

- 5.1 The Co-chairs will review with all new MJHSC members, their roles, and responsibilities. This will be done at a regular MJHSC meeting or individually as appropriate. It is not the intent to use the MJHSC meeting as a training opportunity. Any training time required will be added to the regularly scheduled time.
- 5.2 Members of the MJHSC will receive ongoing training to ensure their knowledge is kept current regarding MJHSC functions, workplace inspections, work refusals, accident investigation and hazard specific to their respected workplace. Internal training will be given for workplace inspections.
- 5.3 All MJHSC members that receive certification training must have a mandatory service time of 2 years as a certified member for their respective committee.
- 5.4 If no trained member is available to inspect a workplace, and no one from that workplace is part of the MJHSC, the worker members shall appoint a designated worker from that workplace to conduct health and safety inspections. The process of appointing a designated member is by vote by the worker members of the MJHSC. The designated worker is not a member of the MJHSC but must receive training in

workplace inspections, hazard identification, work refusal procedures, and related safety areas.

- 5.5 The role of the Designated Worker is to conduct monthly workplace inspections, participate in work refusal investigations in consultation with the employer representative, and be present with a worker who has been assigned the refused work of another worker until the investigation is completed.

6.0 MJHSC Meetings

- 6.1 The MJHSC must meet at least once every three months at the workplace and may be required to meet for urgent matters if requested by the co-chairs or the Resource member. Meetings will be held at either Fire station at 1560 Laurier in Rockland, City hall at 1550 Laurier in Rockland or at 415 Lemay Street in Clarence-Creek. Meetings might also be done virtually.
- 6.2 The Co-chairs will prepare an agenda and forward a copy of the agenda to all Committee members at least one week in advance of the meeting. Members will be allowed the opportunity to add items to the meeting agenda.
- 6.3 The agenda shall include all outstanding items from the previous meeting's minutes(s) and new business items known when it is distributed. Members are free to add items to the agenda as "new business" at the meeting, with the committee's agreement.
- 6.4 All items raised from the agenda in meetings will be dealt with based on consensus rather than by voting.
- 6.5 The employer will provide a secretary for the meetings, to take minutes and be responsible for having them typed, circulated, and filed within one calendar week of the meeting, or as the Committee may instruct. Minutes of the meetings will be reviewed by all committee members, and edited where necessary, then signed by both Co-chairs. The approved and signed minutes will be circulated and will be added Health & Safety Communication Boards throughout the City's Workplaces. Names of MJHSC members will not be used in the minutes except to record attendance; or for the purpose of receiving specific direction from the MJHSC.
- 6.6 The MJHSC minutes shall be provided to all office and all paperwork must be uploaded to SharePoint for records management.
- 6.7 All MJHSC members must attend a minimum of 50% of all meetings within the year to stay on the committee.
- 6.8 MJHSC members shall be provided annually with a copy of the employer's violence risk assessment and policies and programs related to workplace violence and harassment to review and make recommendations on the completeness of the risk assessment and the functioning of the policies and programs to ensure their effectiveness in ensuring the protection of the health and safety of the workers.

- 6.9 If a dispute arises within the MJHSC at any time, the Resource Member shall inform the CAO, who will decide how to address the issue.

7.0 Quorum and Consensus

- 7.1 The MJHSC shall have a quorum of fifty (50% + 1) members present to conduct business. One Co-chair must be present to conduct business and chair the meeting. If a Co-chair is absent, the other Co-chair will chair the meeting. The number of management members shall not be greater than the number of worker members. However, the presence of at least one (1) management representative must be present to conduct business.
- 7.2 Decisions shall be made by the consensus of those attending the meeting. Consensus is defined as meaning the collective opinion and general agreement of not less than 100% of the members of the Multi-Site Joint Committee in attendance at a duly constituted meeting. Notwithstanding the foregoing, this will not prevent a Co-chair from submitting a unilateral recommendation to the employer.

8. Workplace Inspections

- 8.1 The MJHSC shall develop an annual schedule of monthly workplace inspections and assign appropriate MJHSC workers to complete each workplace inspection. This schedule will be prepared by the committee members prior to the last meeting of each year and presented in a schedule for the following year.
- 8.2 Thorough inspections of the physical condition of the workplace shall be conducted by at least two (2) members of the MJHSC (1 management and 1 worker). Where a management member cannot attend, one (1) appropriate worker member shall conduct the inspection alone. A supervisor/Manager of the area being inspected may be available to attend. Inspection reports for the White Collar committee are available on Citywide/PSD.
- 8.3 All occupational health and safety concerns raised during the physical inspection will be documented on an appropriate workplace inspection form and recorded in the proper designated area. Once completed, a copy of the workplace inspection report shall be sent to the Supervisor or Manager of the inspected workplace. It is the Supervisor's/ Manager's responsibility to either contact the Building and Parks Supervisor if repairs are required.
- 8.4 The workplace inspection forms may be reviewed by the MJHSC at its regular meeting to formulate recommendations. They may be reviewed because a pattern of concerns emerges, the committee requests them or because legislation, policy, or collective agreement requires review.
- 8.5 Items that are considered urgent by the MJHSC member(s) conducting the inspection will forward in writing with recommendations, if any, within 24 hours, to the Department Head, to the Manager of Municipal Buildings and Parks and both co-chairs of the MJHSC. The Manager of Municipal Buildings and Parks will respond to urgent items in writing within 24 hours. In all other cases, responses will be provided as soon as possible, but no later than within 21 days of receipt of the recommendation(s).
- 8.6 Appendix A indicates the workplace locations that need to be inspected by the white collar MJHSC.

9.0 MJHSC Written Recommendations

- 9.1 Recommendations may be made by the MJHSC regarding any health or safety issues identified by the Committee for the improvement of workers' health and safety. Recommendations shall be made during the meeting by consensus and documented as a formal motion in the MJHSC minutes. Where no consensus can be achieved, both Co-chairs, or either co-chair unilaterally, may submit a written recommendation to the employer. Such a recommendation will be treated the same as if the committee developed and submitted it. The written recommendation needs to be sent to the proper branch Director.
- 9.2 The employer or their designate shall respond in writing to any written recommendation received within 21 calendar days of receipt. If the branch Director

does not respond within 21 calendar days, a written recommendation shall be sent to the CAO.

- 9.3 The written response shall indicate the employer's assessment of the committee recommendation and specify what action will or will not (with explanations) be implemented as a result of the recommendation.
- 9.4 Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame. In the case where implementation is not immediate, the employer will indicate what interim measures will be put in place to eliminate/control/mitigate the hazard while awaiting the permanent resolution.

10.0 MJHSC Evaluations/Reviews

- 10.1 Any employee of the City of Clarence-Rockland can fill out a concern form or contact a member of the MJHSC to mention an issue or a concern. Once the concern has been laid out, the MJHSC will add it to the next meeting's agendas.
- 10.2 Before any meeting the MJHSC co-chairs can request all near-miss statistics. Other pertinent information, including workplace violence risk assessment, training materials, workplace testing results, accident investigations and inspection reports.
- 10.3 All employees should normally report their Health & Safety concerns or hazards to their immediate supervisor before bringing it to the attention of the Committee. However, nothing prevents a worker from bringing forth issues to a MJHSC member. The Occupational Health and Safety Concern Form (Appendix "C") will be available to all employees.
- 10.4 MJHSC members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution to the problem. All problem resolutions will be reported in the minutes.
- 10.5 Medical or trade secret information will be kept confidential by all Committee members.

11.0 Accident Investigation

- 11.1 The employer shall ensure compliance with the requirements of Section 51 (death or critical injury), 52(1) (accident, explosion, fire or violence causing injury), 52(2) occupational illnesses) and 53 (accident at the project site) of the *Occupational Health & Safety Act* and corresponding regulations. If an accident, explosion, fire or incident of workplace violence occurs at the workplace, and as a result, a person needs medical attention or is disabled from doing his or her usual work, but no one dies or is critically injured as a result of the occurrence, the employer must provide written notice to the MJHSC and the trade union within four days of the incident, and make sure that the notice contains any prescribed information and particulars [section 52(1)] and provide the notice to a Director of the Ministry if required by an inspector. The employer will refer to *O. Reg. 420/21: notices and reports under sections 51 to 53.1 of the act - fatalities, critical injuries, occupational illnesses and other incidents. Also Under section 51(2) of the Canada OSH Act, the employer must preserve the scene*

and evidence of a workplace accident. The area can only be released back to the employer once the MOL inspector has attended and completed their investigation.

- 11.2 When any of the occurrences described in 11.1 above arise, the employer shall notify the Ministry of Labour, the management Co-chair and the worker Co-chair of the MJHSC and a Union representative immediately by telephone. The Worker selected by the worker members of the MJHSC may be called upon to investigate a critical injury or fatality. As mentioned in section 11.1 above, the scene shall be preserved until released by the MOL inspector to the employer.
- 11.3 The MJHSC members of the investigation team shall be afforded unfettered assistance and cooperation to perform their workplace investigation. The investigation activities will be appropriate to determine the circumstances of the incident. Once the investigation complete, the team prepares a report to be forwarded to the Ministry of Labour and to be shared with the MJHSC members.
- 11.4 In the case of 11.1 a written accident investigation report must be prepared and forwarded to the Ministry within 48 hours for a critical injury or a fatality.
- 11.5 In the case of 11.1 a written accident investigation report must be prepared and forwarded to the Ministry within 96 hours for an accident, explosion, fire, violence causing injury or occupational illness.
- 11.6 If at any time, an injury, illness or accident occurs at the workplace, the MJHSC can ask for the information regarding the injury, illness or accident to make recommendations to the employer for the improvement of the health and safety within the workplace.

12.0 Work Refusal/Work Stoppages

- 12.1 Work Refusals (see Appendix "D")
- 12.2 Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker and, if there is such a worker member of the MJHSC or the designated member of that MJHSC if the worker member is not available.
- 12.3 The role of the worker member or/and the designated worker is to ensure that the worker who has initiated a work refusal is aware of the process according to section 43 of the Occupational Health and Safety Act as follows:
 - i) Having been given a task that a worker feels cannot be performed safely, the worker will inform her/his supervisor that the task cannot be performed safely,
 - ii) The supervisor will immediately contact a worker member of the MJHSC or designated worker, if the worker member is not available who will attend to investigate the circumstances of the work refusal. Until the investigation is performed, the refusing worker will remain available in a safe place,

- iii) If the investigation does not lead to a resolution of the work refusal, the Ministry of Labour will be contacted,
- iv) an inspector shall investigate the circumstances leading to the refusal to work in the presence of the employer or a person representing the employer, the worker, and the MJHSC worker representative, or alternate,
- v) the inspector shall, following the investigation, make a determination. The decision will be made in writing,
- vi) pending the investigation and decision of the inspector, the worker shall remain at a safe place near his or her workstation during the worker's normal working hours unless the employer assigns the worker reasonable alternative work during such hours,
- vii) pending the investigation and decision of the inspector, no worker shall be assigned the refused task unless, in the presence of the MJHSC worker representative, the worker has been advised of the other worker's refusal and of his or her reasons for the refusal.

12.4 Bilateral Work Stoppages (See Appendix "E")

12.5 The Act gives Certified Members the right to jointly direct the employer to stop work if they agree that dangerous circumstances occur when:

- i) A provision of the Act or the regulations is being contravened,
- ii) The contravention poses a danger or a hazard to a worker; and
- iii) The danger or hazard is such that any delay in controlling it may seriously endanger a worker.

All three conditions must exist at the same time for a work stoppage.

12.6 If a Certified Member has reason to believe that a dangerous circumstances exist, he or she may ask a supervisor to investigate. The supervisor must do so promptly and in the presence of the Certified Member who made the request.

12.7 After the supervisor's investigation and any remedial action, if the Certified Member has reason to believe that 'dangerous conditions' continue to exist, he or she may call in the second Certified Member.

12.8 The second Certified Member will investigate in the presence of the first Certified Member.

12.9 If the Certified Members agree that dangerous circumstances exist, they may issue a stop-work direction. If the Certified Members disagree that dangerous circumstances exist, a Ministry of Labour Inspector may be called to investigate the matter. The Inspector shall provide the Certified Members with a written decision.

12.10 After steps have been taken to remedy dangerous circumstances, the

employer may request the Certified Members or the Inspector to cancel the direction. The Certified Members who issue a direction may jointly cancel the direction or an inspector may cancel it.

13.0 Workplace Testing

- 13.1 The MJHSC will obtain information from the employer as per OHS Act section 9 (18) (d and e), section 11 (2), section 12 (1) as applicable and section 57 (10).
- 13.2 In the event of testing, the employer shall take the necessary steps to ensure the MJHSC worker member is immediately released from work and able to attend.
- 13.3 The employer shall make available to the MJHSC worker member, for the purposes of information and review, any Safe Operating Procedure or Pre-Start Health and Safety Review. The MJHSC worker member shall be notified and allowed to attend testing.
- 13.4 The employer shall provide a copy of any reports (or part of any report) in their possession regarding the testing to the MJHSC if it is concerning Occupational Health and Safety. This may take the form of any tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about the workplace for the purpose of Health and Safety.

14.0 Ministry of Labour Inspectors

- 14.1 In the event that an inspection is required by the Ministry of Labour, Training, and Skills Development, the worker member selected by workers should preferably be certified to accompany the Ministry of Labour inspector. If no certified worker is available at the time of the request, an alternate worker representative shall accompany the MOL inspector until a certified worker member from that workplace becomes available.

15.0 Entitlements of MJHSC

- 15.1 All the time spent in attendance at MJHSC meetings or in activities related to the function of the MJHSC will be considered time worked and paid at the members' regular or premium rate of pay as applicable according to the Collective Agreement.
- 15.2 The MJHSC members shall be allowed one hour of preparation time for each committee meeting, or longer as the designated committee determines is necessary.
- 15.3 If committee members are required to use their personal automobile to perform their duties, they shall be paid their mileage in accordance with the applicable established City rate. If they are required to pay parking fees, these will also be reimbursed.
- 15.4 All items that are resolved or not will be reported in the minutes. Unresolved items will be noted in the minutes and placed on the agenda for the next meeting.

- 15.5 After each meeting, the minutes taken should be posted on the health and safety board of each workplace.

16. Changes to Terms of References

- 16.1 Any amendments, deletions or additions to these Terms of References shall be set in writing and must be approved by the City's Chief Administrative Office and representative designated by CUPE Local 503 (white collar). A copy will be sent to the Ministry of Labour for comments and approval prior to amendments to these Terms of Reference being implemented. The Ministry of Labour will be contacted if substantive changes to these Terms of Reference are made.
- 16.2 These Terms of Reference provide a framework for the effective functioning of the MJHSC. References can be made to the Occupational Health and Safety Act and its guidebook.
- 16.3 The MJHSC will annually review the Multi-Workplace Joint Occupational Health & Safety Committee Terms of Reference and set goals for the upcoming year. The annual goals will be outlined in the MJHSC meeting minutes. The MJHSC will also evaluate the performance of the MJHSC and how it has made an impact.
- 16.4 Any workplace party may write to the Regional Director of the Ministry of Labour to request that an existing order for a Multi-Workplace Joint Occupational Health & Safety Committee be rescinded. Any major changes to the Terms of References shall be approved by the Regional Director.

17.0 Minister's Order

- 17.1 A copy of the Minister's Order and the Terms of Reference shall be posted on the Health and Safety Bulletin Boards and available for inspection by the Ministry of Labour inspectors.
- 17.2 The Minister's order granting this MJHSC is valid for a duration of five (5) years. Six (6) months prior to the expiration, a new request shall be submitted.
- 17.3 The Minister has the right to revoke from this agreement without consultation with the workplace parties.
- 17.4 A worker has the right to do an application to revoke the order to the Minister. Once an application is submitted, an Inspector will be assigned.

18.0 Written Request and Agreement

- 18.1 The MJHSC will not be empowered to amend, alter, subtract from, or add to, any of the terms of the Collective Bargaining Agreement(s).
- 18.2 The terms of reference will need to be sent to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) for review and approval by the Regional

Director who can issue a Minister's Order, which grants a permission to establish and operate this committee according to these terms of reference.

APPENDIX "A"
WORKPLACE LOCATION,
NUMBER OF EMPLOYEES,
UNIONS IN WORKPLACES
(As per July 2024)

The following identifies:

- the geographical workplace locations to which workers regularly report,
- their proximity to the Municipal Office,
- the unions, and,
- the number of workers at each workplace:

Location	KM from main office	Unions and collar	Number of workers (unions) /managements at workplace	Time of operations
Offices				
City Hall Rockland (main office) 1560 Laurier St, Rockland	0km	CUPE 503 Management	23 management 55 workers	0830 to 16h30
City Hall Clarence/Council Room 415 Lemay St, Clarence Creek	10.2 km from main office	CUPE 503 Management	2 managements 21 workers	08h30 to 16h30

APPENDIX "AA"

Health and safety boards shall be equipped with the mandatory updated documents.

1. Health & safety at work: Prevention Starts Here poster
2. WSIB form 82
3. The Occupational Health and Safety Act
4. The names and locations of respective joint health and safety committee members
5. The health and safety policy of the City of Clarence-Rockland
6. Violence and Harassment policy
7. City emergency phone number contacts
8. Terms of reference of the MJHSC
9. Minister's order
10. All certified First aid members of the workplace

APPENDIX "B"
NEW ASSEMENT WILL BE DONE SHORTLY
DESIGNATED SUBSTANCES BY LOCATION
 (as of July 2024)

DESIGNATED SUBSTANCES							
LOCATION SUMMARY							
BUILDING	ADDRESS OF BUILDING	DESIGNATED SUBSTANCES	LEGAL DOCUMENTATION	MATERIAL CONTAINING DESIGNATED SUBSTANCES	CODES & LOCATIONS	ASSESEMENT PREPARED BY	DATE
Clarence-Creek City Hall	415 Lemay Street, Clarence-Creek	Asbestos	Asbestos Survey and Asbestos Management Plan	Joint Compound Joint Compound	JC18f • Basement Corridor to Lunch Room JC18g • Basement Corridor to Lunch	LRL Asscciates·Associes	Apr '12

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APPENDIX "C"
THE OCCUPATIONAL HEALTH AND SAFETY CONCERN FORM
(as of July 2024)

OCCUPATIONAL HEALTH & SAFETY CONCERN FORM
City of Clarence-Rockland MJHSC

This form is to assist employees formally bring health and safety concerns forward to the local joint occupational health & safety committee or representative.

Use the back of this paper if additional room is required.

Employee: _____ Supervisor: _____

(Can be left anonymously if desired)

Work Location: _____

Date Concern Identified: _____ Date Concern Brought Forward: _____

Nature of concern and/or observations of occurrence:

Actions already taken by employees and/or supervisors to resolve concern:

Suggested Remedies:

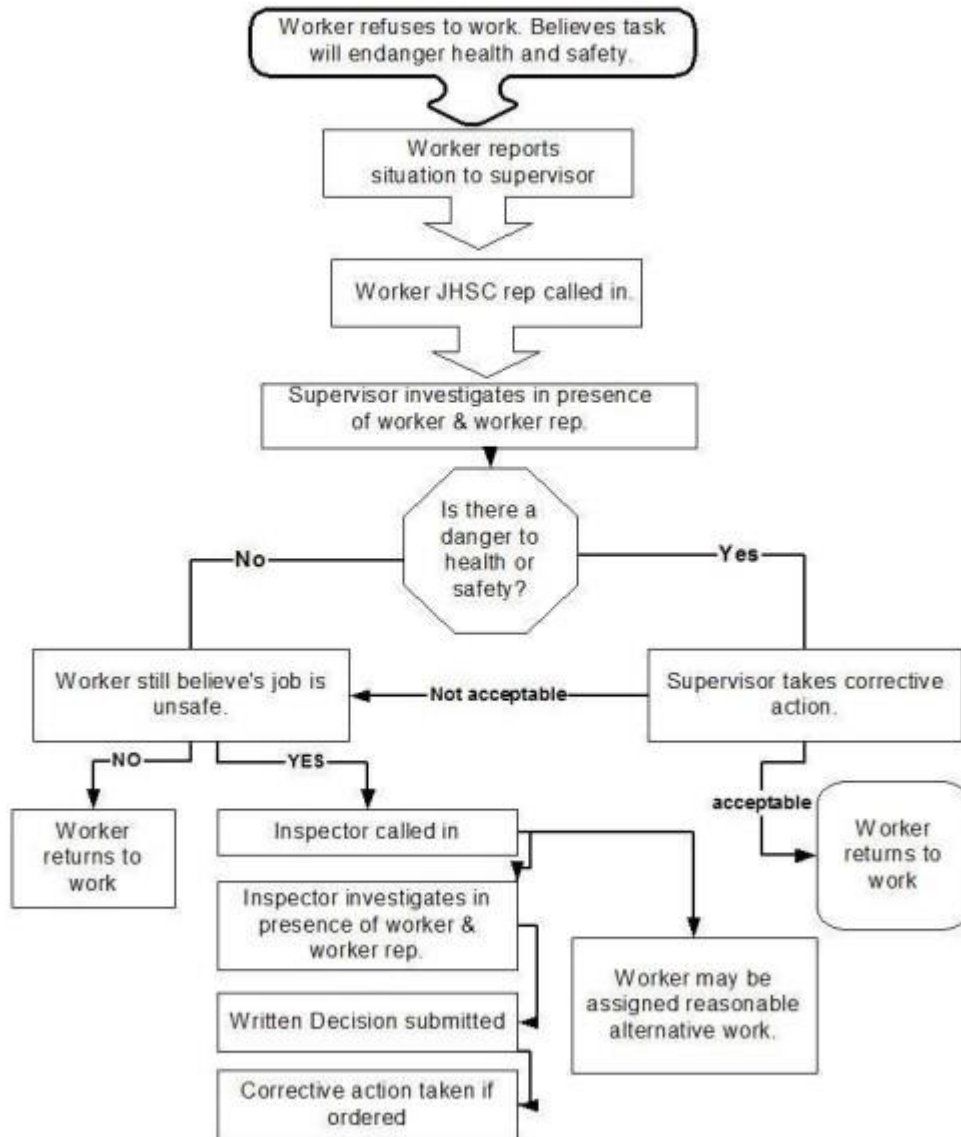
Supervisors Comments:

Senior Manager's Comments:

Actions requested of JOHSC committee/representative and have actions resolved the concern?

Employee's Signature Supervisor's Signature Senior Manager's Signature

APPENDIX "D"
WORK REFUSAL PROCEDURES
(as of November 2018)



APPENDIX "E"
BILATERAL WORK STOPPAGE PROCEDURES
(as of November 2018)

