

**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)  
AS AGREED BETWEEN  
THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND  
AND  
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 503  
January 2019**

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

1. 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.
2. 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.
3. 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* and have reached an understanding as to their terms of reference attached hereto.

4. The parties acknowledge that a 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* be carried out by their respective organizations.
5. The parties hereto adopt these Terms of Reference in good faith and agree to promote and assist the 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.

**FOR THE EMPLOYER**

**FOR THE UNION**

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Guy Desjardins  
Mayor

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Lucien Cl  roux  
CUPE Local 503

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Monique Ouellet  
Clerk

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Amy Hammett  
National Representative, CUPE

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Helen Collier  
CAO

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Brian Madden  
President, CUPE Local 503

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Chantal Vachon  
Senior HR Generalist

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)**

**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 work place 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.

Pursuant to the foregoing, five (5) workplaces where CUPE members work would be entitled to Joint Health and Safety Committees are:

- 1) the Municipal headquarters (white collar) (1560 Laurier Avenue, Rockland),
- 2) Protective Services (415 Lemay Street, Clarence-Creek) (white collar)
- 3) Engineering & Planning Garage (417 Lemay St, Clarence-Creek (blue collar)
- 4) St-Mathieu Daycare (pink collar) (3155 Gendron Road, Hammond)
- 5) Sainte Trinité Child Care Centre (pink collar) (879 St. Joseph Street, Rockland).

Additionally, nine (9) workplaces where CUPE members work would be entitled to the designation of a Health and Safety Representative: 3 blue collar and 6 pink collar.

- 1) Community Services Garage (2815 Chamberland, Rockland) (blue collar)
- 2) Clarence-Creek arena (418 Lemay Street, Clarence-Creek) (blue collar)
- 3) Landfill Site (2335 Lalonde Rd., Bourget) (Blue Collar)
- 4) Carrefour Jeunesse Child Care Centre (927 St-Jean Street, Rockland) (pink collar)
- 5) St. Patrick Child Care Centre (1001 Heritage Drive, Rockland) (pink collar)

- 6) Rockland Public Child Care Centre (999 Giroux Street, Rockland) (pink collar)
- 7) St. Mathieu Child Care Centre (3155 Gendron Road, Hammond) (pink collar)
- 8) Sacré Coeur Child Care Centre (2233 Dollard, Bourget) ( pink collar)
- 9) Ste-Félicité Child Care Centre (1647 Landry Rd, Clarence-Creek) (pink collar), and

The Occupational Health and Safety Act also permits, through a Minister's Order in writing, that an employer may establish one or more Joint Committees 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 Committees under the *Occupational Health and Safety Act*.

A list of 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 ~~as they pertain to CUPE Local 503 members~~, 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. STRUCTURE OF MULTI WORKPLACE JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

1.1 The Multi Workplace Joint Occupational Health and Safety Committee (referred to hereafter as "the MWJOHSC"), shall consist of not more than thirteen (13) members; six (6) of which will be selected by CUPE Local 503. The composition of the committee will be:

- Two (2) worker representatives chosen by Local 503 who regularly work at a Blue Collar workplace (as outlined in Appendix A)
- Two (2) worker representatives chosen by Local 503 who regularly work at a White Collar workplace (as outlined in Appendix A)
- Two (2) worker representatives chosen by Local 503 who regularly work at a Pink Collar workplace (as outlined in Appendix A)
- One (1) part-time worker representative chosen by the Corporation of the City of Clarence-Rockland.
- Six (6) Employer representatives chosen by the Corporation of the City

of Clarence-Rockland. These representatives shall be chosen with the intent of providing a diversity of members with regular interaction with the different workplaces outlined in Appendix A

- 1.2 A worker member of the MWJOHSC must be employed at a work location for which the worker has been chosen (i.e. blue collar, white collar, pink collar or part-time). If a worker ceases to be employed at such location, he/she ceases to be a member of the MWJOHSC.
- 1.3 Where a vacancy occurs the respective parties shall endeavor to fill the vacancy within 60 days of the resignation.
- 1.4 The business of the MWJOHSC shall be coordinated by the two Co-Chairs, one representing management, the other workers. The Worker Co-Chair of the committee shall be selected by Local 503 and the Management Co-Chair of the committee shall be designated by the CAO. Co-Chairs shall alternately chair the regularly scheduled meetings and prepare the appropriate agendas.
- 1.5 The MWJOHSCs shall meet on a regularly established schedule every two (2) months. Unscheduled or emergency meetings may be called as required at the discretion of either Co-chairs.
- 1.6 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 MWJOHSC meeting to provide additional information and comment, but the guest(s) shall not participate in the regular business of the JHSC meeting, nor have the right to vote on any matter. Such guests may include union representatives, advisors or administrative support.
- 1.7 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.
- 1.8 The Employer will select alternate Management and Part-time Worker Members (a maximum of one each). Local 503 will select alternate worker members (a maximum of one per type of workplace).

## **2. TRAINING OF MWJOHSC MEMBERS**

- 2.1 The Co-Chairs will review with all new MWJOHSC members, their roles and responsibilities. This will be done at a regular MWJOHSC meeting or on an individual basis as appropriate. It is not the intent to use the MWJOHSC meeting as a training opportunity. Any training time that is required will be added to the regularly scheduled time.
- 2.2 The Employer shall ensure that Ministry of Labour approved certification training is provided to each Local 503 member and the part-time worker

member on the MWJOHSC and to at least three (3) management member on the MWJOHSC. Such training shall take place within ninety (90) days of being appointed to the MWJOHSC. When possible, the Employer shall have the certification training for Local 503 members provided by an authorized organization designated by Local 503. When a member attends training the information is to be shared with the group to increase the level of awareness.

2.3 Members of the MWJOHSC will receive ongoing training to ensure their knowledge is kept current.

### **3. FUNCTION OF THE MULTI WORKPLACE JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES**

3.1 To attain the spirit of the Occupational Health and Safety Act, the functions of the MWJOHSC 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 the health and safety in the workplace to appropriate senior management;
- (c) To encourage and recommend to the Employer adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act;
- (d) To recommend to the Employer 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, and
  - 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 ensure that the test results are valid. The designated worker member will be selected by the worker members on the MWJOHSC;
- (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 Employer certified members have additional duties and functions as prescribed under Occupational Health and Safety legislation. These include:
  - i) to investigate any complaint that 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) to initiate a unilateral work stoppage in prescribed circumstances;
  - v) accessibility to investigate at any time;
  - vi) inspection of work places
- (l) Committee members will observe the basic rules of confidentiality in the performance of their duties.
- (m) MWJOHSC members will receive a copy of the health and safety program audit reports in order 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) MWJOHSC 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 in order 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.

- 3.2. 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 MWJOHSC.

#### **4. WORKPLACE INSPECTIONS**

- 4.1 The MWJOHSC shall develop an annual schedule of monthly workplace inspections and assign an appropriate MWJOHSC worker member 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.
- 4.2 Thorough inspections of the physical condition of the workplace shall be conducted by at least one (1) appropriate worker MWJOHSC member and where possible, two (2) members of the MWJOHSC (1 management and 1 worker). The supervisor (or designate) of the area being inspected may be available to attend.
- 4.3 All occupational health and safety concerns raised during the physical inspection will be recorded on an appropriate workplace inspection form maintained in the workplace, and copies provided to the Department Head and to both Co-chairs of the MWJOHSC. The workplace inspection forms will be reviewed by the MWJOHSC at its regular meeting for the purpose of formulating recommendations.
- 4.4 Items that are considered urgent by the MWJOHSC member(s) conducting the inspection will be forwarded in writing with recommendations, if any, within 24 hours, to the Department Head and the Co-chairs of the MWJOHSC. The Department Head 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).
- 4.5 The MWJOHSC will designate at least two (2) members, being one (1) worker representative selected by the Union and one (1) management representative selected by the Employer, to accompany the Ministry of Labour inspector while carrying out Ministry inspection of the workplace within the jurisdiction of the MWJOHSC.



## **5. RECOMMENDATIONS OF THE JOINT COMMITTEE**

- 5.1 Recommendations may be made by the MWJOHSC regarding any health or safety issues that the Committee has identified for the improvement of the health and safety for workers. Recommendations shall be made during the meeting by consensus and documented as a formal motion in the JOHSC 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.
- 5.2 The employer or his designate shall respond in writing to any written recommendation received within 21 calendar days of receipt.
- 5.3 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. In the case where the recommendation is not accepted, the employer will put forth an alternate plan to eliminate/control/mitigate the identified hazard.
- 5.4 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.

## **6. ACCIDENT INVESTIGATIONS**

The employer shall ensure compliance with the requirements of Sections 51 (death or critical injury), 52 (accident, explosion, fire or violence causing injury) and 53 (accident at project site) of the Occupational Health & Safety Act and corresponding regulations.

- 6.1 Accident and incident Investigations by the MWJOHSC are required for any of the following:
- i) An accident resulting in a person being killed;
  - ii) An accident resulting in a critical injury;
  - iii) An accident, explosion, fire, or incident of workplace violence resulting in a person being disabled from performing his usual work or requiring medical attention;
  - iv) An accident, explosion, fire, flood or inrush of water, or failure of any equipment, machine, device, article or thing, cave-in, subsidence, rockburst or other prescribed incident at a project site
- 6.2 When any of the occurrences described in 6.1 above arise, the employer shall notify the Ministry of Labour and the worker co-chair of the MWJOHSC and a Union representative immediately by telephone. If the

worker co-chair of the MWJOHSC is not immediately available, another certified worker MWJOHSC member will be contacted.

- 6.3 The worker co-chair of the MWJOHSC and the Employer co-chair of the MWJOHSC, or their designated alternates, shall conduct a thorough accident investigation.
- 6.4 In the case of 6.1(i) and (ii) a written accident investigation report must be prepared and forwarded to the Ministry within 48 hours.
- 6.5 In the case of 6.1(iii) and (iv) a written accident investigation report must be prepared and forwarded to the Ministry within 96 hours.
- 6.6 The MWJOHSC member 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 will prepare a report to be forwarded to the Ministry of Labour and to be shared with the MWJHSC members.

## **7. WORK REFUSAL AND BILATERAL AND UNILATERAL WORK STOPPAGES**

### Work Refusals (see Appendix "D")

- 7.1 Before the employer or supervisor begins to investigate a work refusal, a worker member of the designated MWJOHSC shall be allowed to attend with the worker.
- 7.2 The role of the worker representative 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:
  - a) 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.
  - b) The supervisor will immediately contact a worker member of the designated MWJOHSC 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.
  - c) If the investigation does not lead to a resolution of the work refusal, the Ministry of Labour will be contacted.
  - d) 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 designated MWJOHSC worker representative, or alternate

- e) the inspector shall, following the investigation, make a determination. The decision will be given in writing.
- f) pending the investigation and decision of the inspector, the worker shall remain at a safe place near his or her work station during the worker's normal working hours unless the employer assigns the worker reasonable alternative work during such hours
- g) pending the investigation and decision of the inspector, no worker shall be assigned the refused task unless, in the presence of the designated MWJOHSC worker representative, the worker has been advised of the other worker's refusal and of his or her reasons for the refusal.

### Bilateral Work Stoppages (See Appendix "E")

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

1. A provision of the Act or the regulations is being contravened;
2. The contravention poses a danger or a hazard to a Worker; and
3. 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.

7.4 If a Certified Member has reason to believe that 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.

7.5 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.

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

7.7 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.

7.8 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.

### Unilateral Work Stoppages

7.9 If any Certified Member in the workplace, or a ministry Inspector has reason to believe that the join right to stop work will not be sufficient to protect the Workers from serious risk to their health or safety, he or she may apply to the Labour Relations Board for a declaration against the Employer as per section 46(1) of the Occupational Health and Safety Act.

## **8. WORKPLACE TESTING**

- 8.1 The MWJOHSC will obtain information from the employer as per OHS section 9 (18) (d and e), section 11 (2), section 12 (1) as applicable and section 57 (10).
- 8.2 The designated MWJOHSC shall be consulted about and have a designated worker member present during testing.
- 8.3 The employer shall make available to the designated MWJOHSC worker member, for the purposes of information and review, any Safe Operating Procedure or Pre-Start Health and Safety Review. The designated MWJOHSC worker member shall be notified and allowed to attend testing.

In the event of emergency testing, the Employer shall take the necessary steps to ensure the designated MWJOHSC worker member, or designated alternate, is immediately released from work and able to attend.

- 8.4 The Employer shall provide a copy of any reports (or part of any report) in their possession regarding the testing to the designated MWJOHSC 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.

## **9. MINUTES OF MEETINGS**

- 9.1 The Employer will provide a secretary for the meetings, to take minutes and be responsible for having the minutes typed, circulated and filed within one calendar week of the meeting, or as the Committee may from time to time instruct. Minutes of the meetings will be reviewed by all committee members, and edited where necessary, then signed by the co-chairpersons. The approved and signed minutes will be circulated to all Committee members, a copy forwarded to the Employer and copies posted on designated bulletin boards at the Corporation. Names of MWJOHSC members will not be used in the minutes except to record attendance; or for the purpose of receiving specific direction from the MWJOHSC .

9.2 The MWJOHSC shall be provided occasional office facilities and filing space.

## **10. QUORUM**

10.1 The MWJOHSC shall have a quorum of fifty (50% + 1) members present in order to conduct business. One co-chairperson must be present in order to conduct business and chair the meeting. If a co-chairperson is absent, the other co-chairperson will chair the meeting. The number of employer members shall not be greater than the number of worker members. However, an employer representative must be present in order to conduct business.

10.2 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 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.

## **11. PAYMENT FOR ATTENDANCE AT MEETINGS**

11.1 All time spent in attendance at MWJOHSC meetings or in activities related to the function of the MWJOHSC will be considered time worked and paid at the members' regular or premium rate of pay as applicable according to the Collective Agreement.

11.2 The MWJOHSC members shall be allowed one hour of preparation time for each committee meeting, or longer as the designated committee determines is necessary.

11.3 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.

## **12. MEETING AGENDA**

12.1 The co-chairpersons 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 afforded the opportunity to add items to the meeting agenda.

12.2 The advance agenda shall include all outstanding items from the minutes of the previous meeting(s) and new business items known at the time that the advance agenda is distributed. Members are free to add items to the

agenda as “new business” at the meeting, with the agreement of the committee.

- 12.3 All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than by voting.
- 12.4 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. No item shall remain unresolved for more than two (2) meetings.

### **13. GENERAL**

- 13.1 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 MWJOHSC member. The Occupational Health and Safety Concern Form (Appendix “C”) will be made available to all Employees for this purpose.
- 13.2 MWJOHSC 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.
- 13.3 Medical or trade secret information will be kept confidential by all Committee members.
- 13.4 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 Officer, and a representative designated by CUPE Local 503. 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.
- 13.5 These Terms of References provide a framework for the effective functioning of the MWJOHSC. References can be made to the Occupational Health and Safety Act and its guidebook.
- 13.6 The MWJOHSC will annually review the Multi-Workplace JHOSC Terms of Reference and set goals and objectives for the upcoming year. The annual goals and objectives will be outlined in the MWJOHSC meeting minutes.
- 13.7 The Employer must prepare and review at least annually a written Occupational Health and Safety Policy, and must develop and maintain a program to implement that policy (Section 25(2)(j)). This should be accomplished in consultation with the MWJOHSCs. In order to ensure

that programs maintain their effectiveness, an annual audit of these programs will be performed. The results of these audits will be shared with the MWJOHSC for comment and recommendations.

- 13.8 The MWJOHSC will not be empowered to amend, alter, subtract from or add to, any of the terms of the Collective Bargaining Agreement(s).
- 13.9 The Minister has the right to withdraw this agreement without consultation with the workplace parties.
- 13.10 Any workplace party may write to the Regional Director of the Ministry of Labour to request that an existing order for a Multi-Workplace JOHSC be rescinded.
- 13.11 A copy of the Minister's Order and a copy of the terms and reference shall be posted on the Health and Safety Bulletin Boards and these documents shall be available for inspection by Ministry of Labour inspectors.

**APPENDIX “A”**  
**WORKPLACE LOCATIONS**  
(as of November, 2018)

The following identifies:

- the geographical workplace locations to which workers regularly report,
- their proximity to the Municipal Office,
- the representative (i.e. blue collar, white collar, pink collar, part-time) who will represent employees as per section 1.1 of the Terms of Reference, and,
- the number of workers at each workplace:

**1. Offices;**

- |   |   |
|---|---|
| 1. City Hall Rockland<br>1560 Laurier St, Rockland<br>8h30 to 16h30<br>White, Blue, Pink collars      | 53 full-time employees (26 CUPE)<br>3 part-time contract workers (non-union)<br>0 km from main office     |
| 2. Protective Services<br>415 Lemay St, Clarence Creek<br>8h30 to 16h30<br>White collars & Fire staff | 8 full-time employees (5 CUPE)<br>1 full-time IFFA<br>3 part-time (non-union)<br>10.1 km from main office |

**2. Garages;**

- |   |   |
|---|---|
| 1. Engineering & Planning Garage<br>417 Lemay St, Clarence-Creek<br>Wtr: 7h30 to 16h00 Smr: 7h00 to 15h30<br>Blue collars | 17 full-time employees (17 CUPE)<br>1 part-time employee (Winter patroller)<br>10.2 km from main office |
| 2. Community Services Garage<br>2815 Chamberland St, Rockland<br>7h30 to 16h00<br>Blue collars                            | 7 full-time employees (7 CUPE)<br>3 summer part-time (non-union)<br>2 km from main office               |

**3. Arenas;**

- |  |  |
|--|--|
| 1. Clarence-Creek Arena<br>418 Lemay St, Clarence-Rockland<br>7h00 to 23h00, Sunday through Saturday<br>Blue collars               | same 7 full-time employees as CSG<br>8 part-time employees (non-union)<br>10.1 km from main office |
| 2. Jean-Marc Lalonde Arena<br>1450 Du Parc Ave, Rockland<br>8h00 to 22h00 Monday through Friday<br>9h00 to 18h00 Saturday & Sunday | 1 part-time key holder (non-union)<br>650 m from main office<br>Reservations required              |

**4. Environment;**

- |  |   |
|--|---|
| 1. Landfill Site<br>2335 Lalonde Rd, Bourget<br>Tues & Thurs 8h30 to 12h30 | 2 full-time employees (2 CUPE)<br>3 part-time employees (non-union)<br>18.1 km from main office |
|--|---|



Fri 8h30 to 17h00 Sat 8h30 to 16h00  
Blue collars

2. Transfer Station  
700 Industrielle St, Rockland  
Wed 15h00 to 19h00, Sat 8h00 to 16h00
- 0 full-time employee  
1 part-time employee (non-union)  
1.8 km from main office

## 5. Daycare Centers;

1. Carefour-Jeunesse Daycare  
927 St-Jean St, Rockland  
6h00 to 18h00 Monday through Friday  
Pink collars
- 7 full-time employees (6 CUPE)  
10 part-time employees (non-union)  
1.1 km from main office
2. Du Rosaire Daycare  
2410 Du Lac Rd, St-Pascal de Baylon  
6h00 to 18h00 Monday through Friday  
Pink collars
- 0 full-time employee  
1 part-time employees (non-union)  
17 km from main office
3. Rockland Public Daycare  
999 Giroux St, Rockland  
6h00 to 18h00 Monday through Friday  
Pink collars
- 2 full-time employees (2 CUPE)  
6 part-time employees (non-union)  
850 m from main office
4. Sacré-Coeur Daycare  
2233 Dollard Rd, Bourget  
6h00 to 18h00 Monday through Friday  
Pink collars
- 2 full-time employees (2 CUPE)  
5 part-time employees (non-union)  
20.3 km from main office
5. Ste-Félicité Daycare  
1647 Landry Rd, Clarence-Creek  
6h00 to 18h00 Monday through Friday  
Pink collars
- 5 full-time employees (5 CUPE)  
5 part-time employees (non-union)  
9.7 km from main office
6. St-Mathieu Daycare  
3155 Gendron Rd, Hammond  
6h00 to 18h00 Monday through Friday  
Pink collars
- 7 full-time employees (7 CUPE)  
13 part-time employees (non-union)  
16.4 km from main office
7. St-Patrick Daycare  
1001 Heritage Dr., Rockland  
6h00 to 18h00 Monday through Friday  
Pink collars
- 5 full-time employees (5 CUPE)  
13 part-time employees (non-union)  
1.7 km from main office
8. Ste-Trinité Daycare  
879 St-Joseph St, Rockland  
6h00 to 18h00 Monday through Friday  
Pink collars
- 16 full-time employees (15 CUPE)  
21 part-time employees (non-union)  
400 m from main office

## **8. Unstaffed Work Place Buildings in City of Clarence-Rockland**

1. Chamberland Center, 1517 Laurier St, Rockland, 110 m from main office
2. Tennis Club House, 1500 du Parc Ave, Rockland, 450 m from main office
3. Optimist Performance Hall, 1525 Du Parc Ave, Rockland, 500 m from main office
4. Clarence-Rockland Museum, 687 Laurier St, Rockland, 1.4 km from main office
5. Claude Street Storage, 1833 Claude St, Clarence Creek, 10.4 km from main office
6. Archives Storage, 2475 St-Pascal Rd, St-Pascal de Baylon, 15.6 km from main office
7. Hammond Community Center, 3154 Gendron Rd, Hammond, 16.4 km from main office
8. St-Pascal Community Center, 564 St-Pascal Rd, St-Pascal de Baylon, 17 km from main office
9. Lalonde Road Storage, 2457 Lalonde Rd, Bourget, 18.6 km from main office
10. Bourget Train Station, 139 Levis St, Bourget, 20.3 km from main office
11. Bourget Community Center, 19 Lavigne St, Bourget, 20.7 km from main office

## **9. Sewage Pumping Stations/Forcemains**

1. Clarence Creek Grinder/Pump Station, 1865 Labonté St, Clarence Creek, 10 km from main office
2. Sewer Pump Station 1, 455 Caron Street, Rockland, 1.3 km from main office
3. Sewer Pump Station 2, 1191 St-Jacques Street, Rockland, 1.8 km from main office
4. Sewer Pump Station 3, 2780 Chamberland Street, Rockland, 2 km from main office
5. Sewer Pump Station 4, 1797 Albert Street, Rockland, 500 m from main office
6. Sewer Pump Station 5, 210 Edwards Street, Rockland, 1 km from main office
7. Sewer Pump Station 6, 151 Laurier Street, Rockland, 2 km from main office
8. Sewer Pump Station 7, 871 Platinum Street, Rockland, 2.5 km from main office
9. Sewer Pump Station 8, EQ Homes, Address to be determined, 2.4 km from main office
10. Sewer Pump Station 9, Village Morris, Address to be determined (future use)

**APPENDIX “B”**  
**DESIGNATED SUBSTANCES BY LOCATION**  
(as of December, 2018)

DESIGNATED SUBSTANCES							
TRAINING SUMMARY							
Employee	NAME OF TRAINING	DATE OF TRAINING	RENEWAL PERIOD	DATE OF RENEWAL	STATE	CAMPANY	SCHEDULED
Pierre Allard	Asbestos Awareness	May 1, 2013	24	May 1, 2015	Must be recertified	Pinchin	Yes
	Lead Awareness	July 4, 2018				Pinchin	Yes
Alain Boivin	Type 1 & 2 Asbestos Operations for Workers	April 12, 2017	24	April 12, 2019	OK	Pinchin	Yes
	Lead Awareness	July 4, 2018				Pinchin	Yes
Benoit Boivin	Type 1 & 2 Asbestos Operations for Workers	April 12, 2017	24	April 12, 2019	OK	Pinchin	Yes
	Lead Awareness and 1 & 2 Worker Operations	July 4, 2018				Pinchin	Yes
Jonathan Brisebois	Type 1 & 2 Asbestos Operations for Workers	April 12, 2017	24	April 12, 2019	OK	Pinchin	Yes
	Lead Awareness and 1 & 2 Worker Operations	July 4, 2018				Pinchin	Yes
Luc Danis	Type 1 & 2 Asbestos Operations for Workers	April 12, 2017	24	April 12, 2019	OK	Pinchin	Yes
	Lead Awareness and 1 & 2 Worker Operations	July 4, 2018				Pinchin	Yes
Guy Gélinas	Type 1 & 2 Asbestos Operations for Workers	April 12, 2017	24	April 12, 2019	OK	Pinchin	Yes
	Lead Awareness and 1 & 2 Worker Operations	N/A					
Stéphane Grignon	Type 1 & 2 Asbestos Operations for Workers	April 12, 2017	24	April 12, 2019	OK	Pinchin	Yes
	Lead Awareness and 1 & 2 Worker Operations	July 4, 2018				Pinchin	Yes

DESIGNATED SUBSTANCES							
LOCATION SUMMARY							
BUILDING	ADDRESS OF BUILDING	DESIGNATED SUBSTANCES	LEGAL DOCUMENTATION	MATERIAL CONTAINING DESIGNATED SUBSTANCES	CODES & LOCATIONS	ASSESSMENT PREPARED BY	DATE
Hammond Community Center	3154 Gendron Road, Hammond	Asbestos	Asbestos Survey and Asbestos Management Plan, Appendix A-6	Floor Tiles Floor Tiles	VF6a - Womens' Washroom VF6b - Womens' Washroom	LRL Associates-Associés	Apr '12
Bourget Community Center	19 Lavigne Street, Bourget	Asbestos	Asbestos Survey and Asbestos Management Plan, Appendix A-7	Ceiling Tiles Floor Tiles	AC1a - Kitchen VF1a - Hall	LRL Associates-Associés	Apr '12
Rockland Arena & Community Center	1450 du Parc Ave, Rockland	Asbestos	Asbestos Survey and Asbestos Management Plan, Appendix A-8	Parging Ciment Ceiling Tile Textured Finish Textured Finish	PC1a - Press Box AC2c - 1st Floor Storage Closet TF2a - 1st Floor Entrance TF3a (white) - 1st Floor Office	LRL Associates-Associés	Apr '12
		Lead	Recommendations for Lead Abatement	Textured Finish	Paint covering all ciment block walls	CM3 Environmental	May '18
Clarence Creek Arena & Community Center	418 Lemay Street, Clarence Creek	Asbestos	Asbestos Survey and Asbestos Management Plan, Appendix A-10	Textured Finish	TF4c - 2nd Floor Hall Walls	LRL Associates-Associés	Apr '12
St-Pascal Community Center	2564 St-Pascal Road, St-Pascal	Asbestos	Asbestos Survey and Asbestos Management Plan, Appendix A-11	Joint Compound Textured Finish	JC6a - Hall TF6a - Private Hall	LRL Associates-Associés	Apr '12
Rockland Museum	687 Laurier Street, Rockland	Asbestos	Asbestos Survey and Asbestos Management Plan, Appendix A-13	Vinyl Floors Ceiling Tiles Ceiling Tiles	VF16a - 2nd Floor Exhibit Room AC5a - Basement/Soccer Storage Walls AC6a - 1st Floor Southeast Exhibit Room	LRL Associates-Associés	Apr '12
Rockland Fire Hall	1550 Laurier Street, Rockland	Asbestos	Asbestos Survey and Asbestos Management Plan, Appendix A-15	Joint Compound	JC12a - Shower/Locker Room	LRL Associates-Associés	Apr '12
Clarence-Creek City Hall	415 Lemay Street, Clarence-Creek	Asbestos	Asbestos Survey and Asbestos Management Plan, Appendix A-16	Joint Compound Joint Compound	JC18f - Basement Corridor to Lunch Room JC18g - Basement Corridor to Lunch Room	LRL Associates-Associés	Apr '12
Bourget Fire Hall	2163 Laval Street, Bourget	Asbestos	Asbestos Survey and Asbestos Management Plan, Appendix A-17	Joint Compound	JC15a - Office	LRL Associates-Associés	Apr '12
Clarence-Creek Public Works Garage	417 Lemay Street, Clarence-Creek	Asbestos	Asbestos Containing Material Survey	Concrete Blocks	Perimeter walls of garage	LRL Associates-Associés	May'08

**APPENDIX "C"**  
**THE OCCUPATIONAL HEALTH AND SAFETY CONCERN FORM**  
(as of November, 2018)

**OCCUPATIONAL HEALTH & SAFETY CONCERN FORM**  
**City of Clarence-Rockland JOHSC**

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 anonymous if desired)

Work Location: \_\_\_\_\_

Date Concern Identified: \_\_\_\_\_ Date Concern Brought Forward: \_\_\_\_\_

Nature of concern and/or observations of occurrence:

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Actions already taken by employee and/or supervisor to resolve concern:

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Suggested Remedies:

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Supervisor's Comments:

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Senior Manager's Comments:

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

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Senior Manager's Signature

**FORMULAIRE CONCERNANT LA SANTE ET LA SECURITE AU TRAVAIL**  
**Comité santé sécurité au travail de la cité de Clarence-Rockland**

Ce formulaire est destiné à aider les employés à transmettre officiellement leurs préoccupations en matière de santé et de sécurité au comité local de santé et de sécurité au travail ou à son représentant.

Utilisez le dos de ce document si un espace supplémentaire est requis.

Employé: \_\_\_\_\_ Superviseur: \_\_\_\_\_  
(Peut être laissé anonyme si désiré)

Lieu de travail : \_\_\_\_\_

Date de la préoccupation a été identifié : \_\_\_\_\_ Date à laquelle la préoccupation a été identifié : \_\_\_\_\_

Nature de la préoccupation et/ou de l'observation de l'occurrence :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions déjà entreprises par l'employé et/ou superviseur pour résoudre le problème :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remèdes suggérés :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commentaires du superviseur :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commentaires du gestionnaire :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Les actions demandées au comité santé sécurité ou son représentant et les actions ont-ils résolu le problème ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

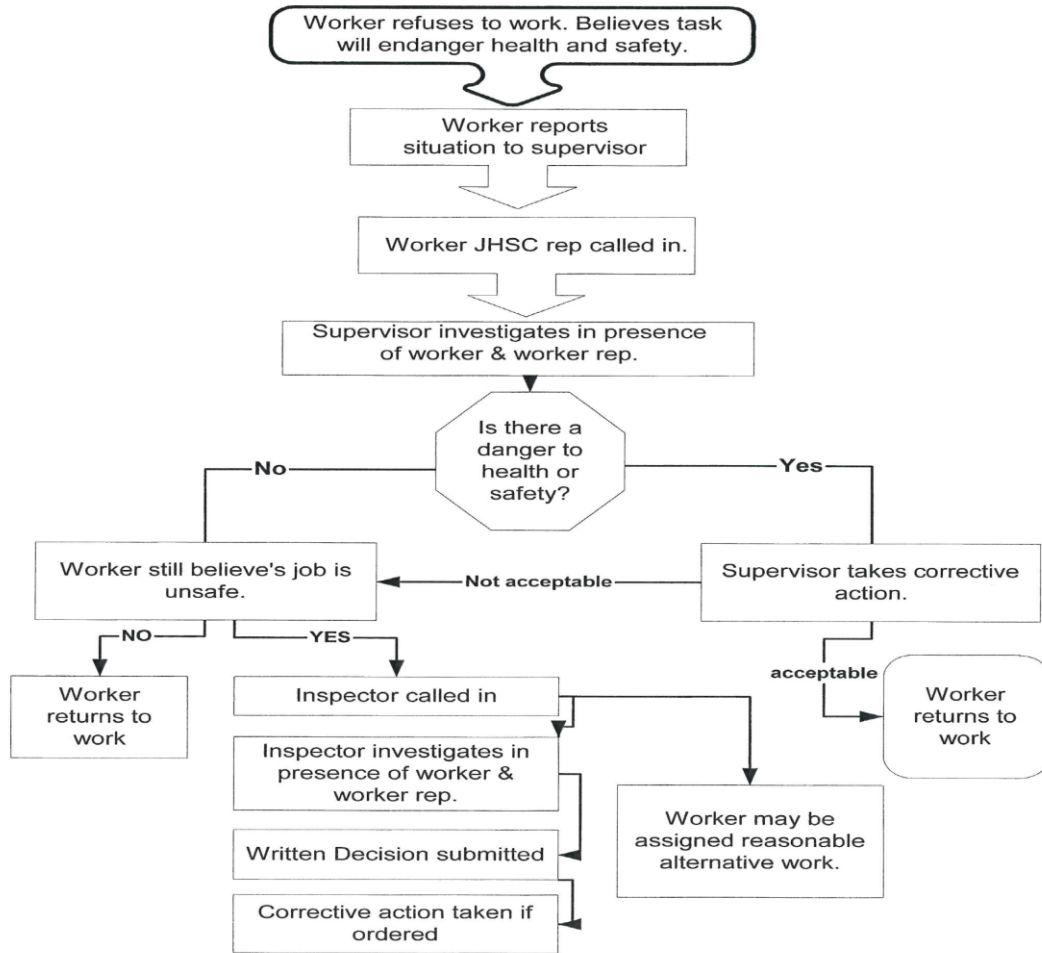
\_\_\_\_\_  
Signature de l'employé

\_\_\_\_\_  
Signature du superviseur

\_\_\_\_\_  
Signature du gestionnaire

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

REFERENCE SHEET:  
WORK REFUSAL PROCEDURES



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

REFERENCE SHEET:  
BILATERAL WORK STOPPAGE PROCEDURES

