

“WELCOME”



Joint Occupational
Health and Safety
(JOHS)
Committee
Training 2009

What you will learn...

- Legislation
 - Internal Responsibility System
 - Responsibilities and Rights
- What is a JOHS Committee
 - Committee Size/Members
 - Functions, Authority, Support
 - Terms of Reference/Rules of Procedure
- Meetings, Agenda, Minutes
- Assessing for Hazards
- Committee Effectiveness
- Regional JOHSC

GET READY FOR THE REAL EXCITING STUFF!!!



Don't worry, there's handouts!

...there otta be a law!

- Occupational Health and Safety Act
- Regulations:
 - Occupational Safety General Regulations
 - WHMIS
 - First Aid
 - Fall Protection & Scaffolding
 - Violence in the Workplace
 - Administrative Penalties
- Codes of Practices & Guidelines

<http://www.gov.ns.ca/lwd/healthandsafety/pubs.asp>







PHILOSOPHY OF OHS ACT

Internal Responsibility System

- Foundation of the OHS Act
- Shared responsibility for all workplace parties
- To the extent of their authority and ability





ACCIDENT
AVENUE
Confused.com

Responsibilities of Employers

Ensure the health and safety of anyone at or near the workplace, and includes:

- Maintaining equipment
- Providing safety instruction and job training
- Making employees familiar with health and safety hazards in the workplace
- Ensuring employees have the right equipment and safety gear needed to do their job safely
- Ensuring employees are not exposed to health or safety hazards
- Co-operating with the Joint Occupational Health and Safety Committee or Representative and Department of Labour and Workforce Development Officers
- Complying with the Act and make sure that employees do so as well



OHS Policy & Program

Policy:

- written, commitment statement, cooperation, responsibilities

Program:

- Training
- Work procedures
- **JOHSC**
- Hazard Identification Program
- Accident Investigation
- Record & statistical maintenance
- Monitoring of implementation & effectiveness

<http://www.ssrsb.ca/ssrsb/root/OHS/index.htm>

Responsibilities of Employees

Employees must also take every reasonable precaution to ensure their health and safety and that of others in the workplace and includes:

- Reporting hazards to their supervisor as soon as the hazard is noticed
- Wearing proper safety equipment and using safety procedures when doing a job
- Co-operating with the Joint Occupational Health and Safety Committee or Health and Safety Representative



Employee Rights

“The 3 R’s”

- Right to know
 - Information that affects your health and safety
- Right to refuse
 - The right to refuse unsafe or unhealthy work
- Right to participate
 - In the selection of committee members, report unsafe conditions, and voice your concerns and opinions

What is a Joint Occupational Health & Safety Committee?

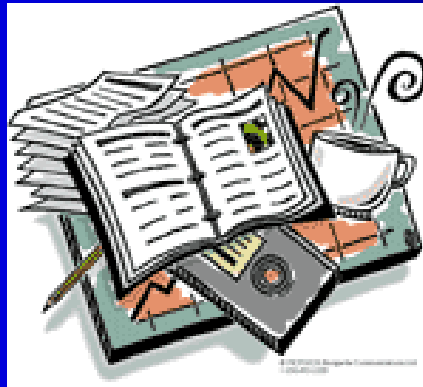
- Consists of employers and employees
- Purpose – improve OHS in workplace
- In Nova Scotia – mandatory
- Advisory role



Terms of Reference

SSRSB Terms of Reference

- formation
- structure
- functioning of the committee.
- meets the committee's specific needs.





Committee Size & Members

- Employers & employees determine size
- 50% must be non-management
- Employee members selected by employees/unions
- Size should be large enough to provide fair representation, yet not unmanageable

OHS Professional's Role

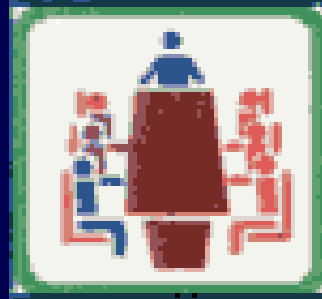
- OHS Professionals are not required under the Act, however many workplaces employ and OHS professional
- May attend meetings
- Good source of information and guidance
- Exact role should be determined - may be a member, advisor or guest
- Should not dominate meetings

JOHSC Function



- Identify hazard and **advise** on means to address
- Determine if health and safety requirements are being met and **advise** on improvement
- Receive, investigate and **advise** on matters and complaints
- **Advise** of protective devices, equipment, clothing for worker needs
- Participate in safety activities: inspections, investigations
- Maintain committee records
- Acquire a level of knowledge to become competent
- Safety Ambassadors – “walk” and “talk” safety

Authority and Support



The JOHSC's role is to recommend action.
Management has the authority and resources to take an action.

Management support for the JOHSC may be in training, paid time to attend meetings and perform duties, provide meeting space and resources, access to administrative support

Meetings

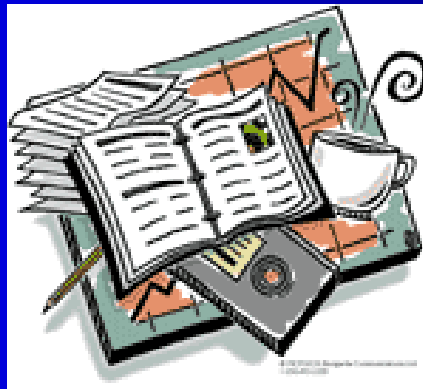
Purpose – exchange information and make recommendations

- At least 1/month, unless otherwise defined
- Common practice is 50% for a quorum
- Regular attendance important
- Recommend at least 2 days notice of changes
- Meeting reports & information provided
- Starting on time
- Follow an agenda
- Stay on track
- Propose solutions with responsibilities & deadlines



Group Activity

List your 5 Pet Peeves about meetings and identify at least 1 solution to each one



Agenda

“good agendas make good meetings”

- Establishes meeting format
- Organizes meetings
- Members to provide items
- Prepared by Chair and distributed at least 1 week prior to meeting
- A calendar of topics may helpful



Minutes

- Permanent record of decisions, activities and successes.
- Short, factual, approved by Chairpersons.
- Posted monthly; on record for at least 5 years.

Should include:

- Meeting identifying information
- Agenda items
- Nature of discussions
- Actions required, responsibilities, deadlines

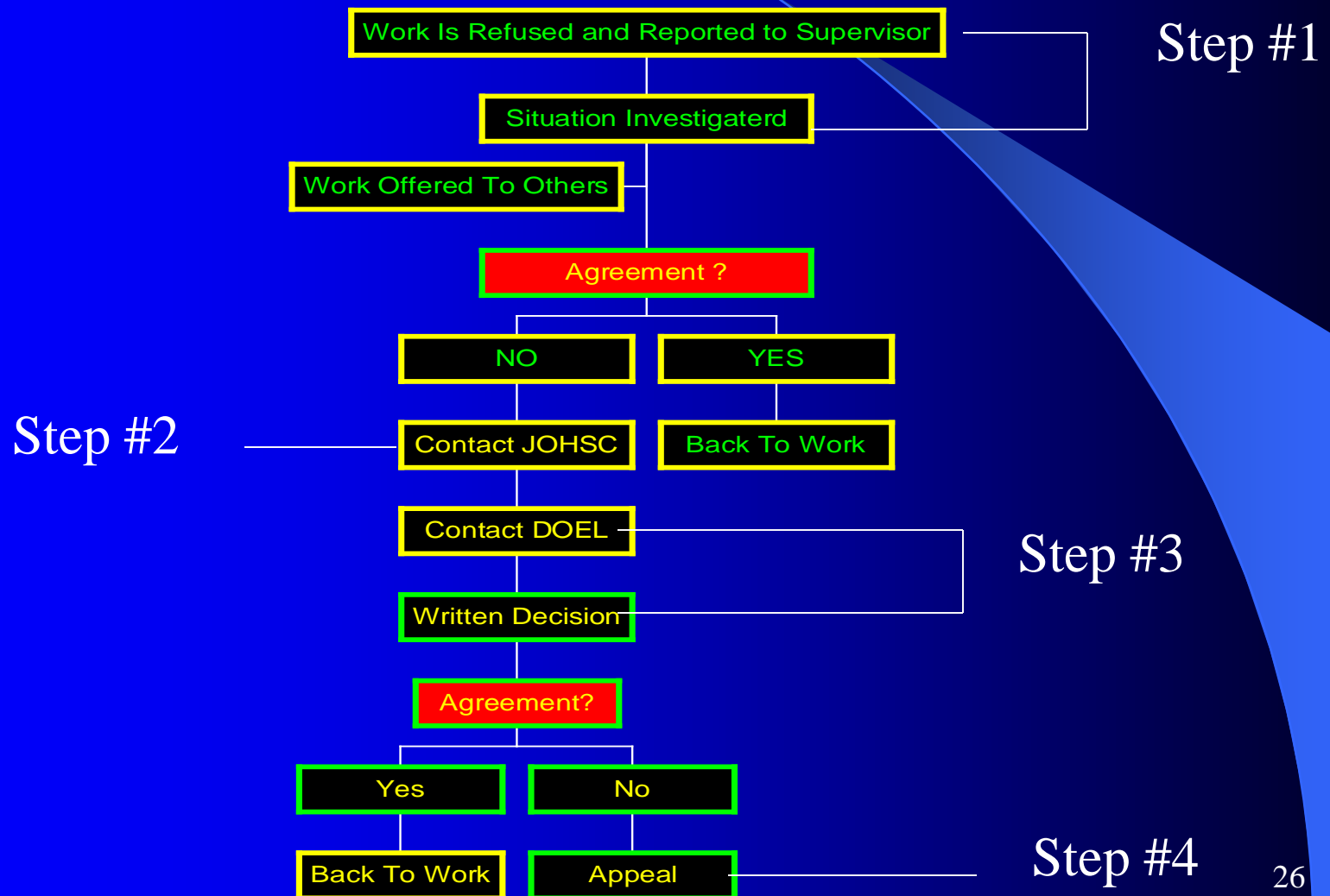


Role in Dealing with Employee Concerns

- Employees report hazards to management
- If not resolved, employees may report to JOHSC
- JOHSC will investigate and make recommendations
- OHS Officer may be contacted if not satisfactory action not taken



Role in Dealing with Work Refusals





Committee Rights

- Accompany an OHS Officer on an inspection
- Access to relevant information
- Observe monitoring & sampling
- Employer must respond in 21 days to written recommendations (or sooner if hazard deems serious)

Role in Inspections



Inspection Process

Requirement to inspect all or part of the workplace at least 1/month.

Objective to identify and record potential or actual hazards, prioritize, ensure procedures are adequate, recommend corrective action

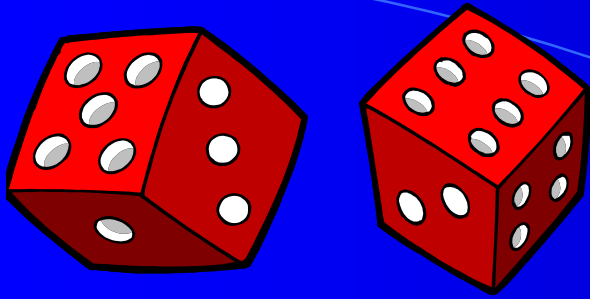
Workplace is examined to:

- Observe physical conditions
- Listen to worker concerns
- Gain understanding of work and work processes
- Observe procedures and use of protective equipment

Inspection Process

Inspectors should:

- Plan and be organized
- Look for facts, not fault
- Document worker concerns
- Ask for help in unfamiliar areas
- Outline any concerns



What is a Hazard?

A hazard is any activity, situation that can cause harm. 2 categories:

1. Safety, cause physical harm, such as cuts, broken bones
2. Health, i.e occupational illness, eg. asthmas, noise induced hearing loss

Risk = Probability X Severity



Hazards in Education

Physical Hazards

- equipment, machinery, furniture, electricity, noise, temperatures

Ergonomic Hazards

- Adapting the workplace to the worker

Chemical Hazards

- Cleaning products, garage materials, labs

Biological Hazards

- Bacteria, viruses, fungi, parasites, insects













Inspection Tips

- Pause after entering a space and observe entire room.
- Note organization, housekeeping, clearances, ceilings, floors, walls
- Stand in centre of area and slowly turn looking at highest level. Look for improper storage, ventilation blockage and cleanliness
- Repeat the process for everything at eye level
- Repeat again for low level objects. Look for electrical receptacles, trip hazards, cords

Inspection Forms

www.ssrsb.ca

13.2 School Inspections

13.2.1 Standard Classroom Inspections

13.2.2 Science Classroom

13.2.3 Portable Classroom

13.2.4 Family Studies Classroom Inspection

13.2.5 Auditorium Inspection

13.2.6 Custodial Area Inspection

13.2.7 Library and Computer Lab Inspection

13.2.8 Office Inspection

13.2.9 Photography Darkroom Inspection

13.2.10 Physical Education Inspection

13.2.11 Technology Classroom Inspection

13.2.12 Visual Arts Inspection

13.2.13 Playground Inspection

13.2.14 Bus Garage Inspection

Measuring the Effectiveness and Efficiency of JOHSC



Regional Occupational Health and Safety Committee

- Representative from each of the 4 unions
- Meets 3/year
- Minutes distributed
- Mandate:
 - Review the Occupational Health and Safety Committee Manual with the intention of updating and amending policies and procedures.
 - Review progress of the Occupational Health and Safety program
 - Review any unresolved concerns submitted from individual school Joint Occupational Health and Safety Committees as related to any policy and/or procedure and make recommendations.

To Review...

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- Inspections
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Questions?

