

Manual of Administration

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| TOPIC: Health & Safety | SUBJECT: Terms of Reference Health & Safety Representatives | Code: HS001 |
| | | Date of Issue: Jan 2006 |
| | | Revised: July 2009 |
| | | Reviewed: Sept 2009 |
| | | Page 1 of 2 |

PURPOSE: To communicate the Terms of Reference of the Avenue II Health and Safety Representative.

AVENUE II HEALTH AND SAFETY REPRESENTATIVE TERMS OF REFERENCE

LEGISLATIVE REQUIREMENTS:

The Health and Safety Representative functions within the responsibilities designated under the **Ontario Occupational Health and Safety Act**, and its revisions and amendments, and the ***Health and Safety Policy of Avenue II***. The Health and Safety Representative reports through the Joint Health and Safety Committee to the Executive Director.

PURPOSE:

The purpose of the Health and Safety Representatives is to act as a liaison for workers to the Joint Health and Safety Committee and to inform the Committee of any unresolved hazards at NEIGHBOURS locations.

CONFIDENTIALITY:

The Health and Safety Representatives are responsible for maintaining rules of confidentiality, **except where disclosure of information is specifically required by the Act or by another law [section 63(1)]**.

In this regard, the Health and Safety Representative must not disclose any information about any workplace tests or inquiries conducted under the Act or Regulations; or the name of any person from whom information is received. Information obtained from medical examinations and tests may be disclosed only in a manner that does not identify anyone.

OBJECTIVES:

1. To assist Avenue II Management and the Joint Health and Safety Committee to ensure a hazard-free environment for staff by communicating hazards in the workplace. Their involvement is only to be utilized when a resolution cannot be achieved with the respective Manager, as per Policy HS020 (Reporting a Health and Safety Hazard). Supervisors must have the opportunity to resolve the issue prior to it going to the committee.

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| | | Page 2 of 2 |

2. The Health and Safety Representative will inform the Joint Health and Safety Committee of the unresolved hazard within 3 days of becoming aware of the unresolved hazard. The complaint will be put in writing (in memo format) to the co-chairs of the Joint Health and Safety Committee.
3. The Joint Health and Safety Committee, with the assistance of the Manager, will review any unresolved hazards and place any recommendations in writing to both the Manager and the Health and Safety Representative, and will make recommendations to the employer in order to fulfill the purpose of the Joint Health and Safety Committee.
4. The Joint Health and Safety Committee will be responsible to ensure periodic inspections of the workplace to detect hazards.

MEMBERSHIP/SELECTION:

The workers will select a Health and Safety Representative at each NEIGHBOURS work location in which six or more staff regularly work, including the Bay Court Office. The Health and Safety Representative will be an employee that does not exercise managerial functions. If at all possible, the representative should not be a member of the Joint Health and Safety Committee, and should be committed to a 2 year term. When an H & S Representative position becomes vacant at a work location the Manager must ensure the position is filled at the next module or strategy meeting. The representative will be selected by nomination by the workers. Until then the Manager will temporarily appoint someone in the interim.

Posting List of the Health and Safety Representatives:

A list of Health & Safety Representatives will be posted on the Occupational Health & Safety Board at the Avenue II office at 122 South Cumberland Street.

The Joint Health and Safety Committee is to review the list of Representatives at each meeting to ensure the list is current and each location has a representative.

Training:

The Health and Safety Representatives will be informed of roles, responsibilities, and functions of a Health and Safety Representative as soon as possible after being appointed, by the union co-chair.