

Manual of Administration

TOPIC: Health & Safety	SUBJECT: Terms of Reference Health & Safety Representatives	Code: HS001
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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 in conjunction with the Joint Health and Safety Committee to conduct monthly workplace inspections and to inform the Committee of any ***unresolved*** hazards at the designated 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 through the use of daily workplace inspections and monthly JHSC inspections and by acting as a liaison between workers and management. JHSC will be consulted when a resolution cannot be achieved with hazards identified on the monthly workplace inspections, or if a Health and Safety Hazard has been identified as per policy HS020 (Reporting a Health and Safety Hazard). Manager must have the opportunity to resolve the issue prior to it going to the committee.
2. The Health and Safety Representative will inform the Joint Health and Safety Committee of the unresolved hazard once the timelines associated with monthly inspections has expired. The

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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 and an alternate at each designated work location in which five or more staff regularly work. The Health and Safety Representative will be an employee that does not exercise managerial functions, and should be committed to a 2 year term. When an H & S Representative position becomes vacant at a work location the alternate will assume the duties. 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 and their alternates will be posted on the Occupational Health & Safety Board at the Avenue II office.

The Joint Health and Safety Committee is to review the list of Representatives and alternates 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 either of the union members of the JHSC. This training will include instruction on completing the monthly inspections paperwork and how to identify a hazard.