



POLICY

HR4

Health and Safety

Board Received:

September 28, 2015

Review Date:

October 2019

Policy Statement:

It is the policy of the Grand Erie District School Board to be committed to the protection of its employees from injury, and its property from damage caused by accidents.

Accountability:

1. Frequency of Reports – Annual/Monthly
2. Criteria for Success –
 - Enhanced safety in workplace
 - Elimination of unsafe work practices and procedures
 - Reduction in near misses
 - Reduction in accidents of all kinds up to and including lost time
 - Enhanced co-operation with employee groups
 - The policy is reviewed by the Joint Occupational Health and Safety Committee annually

Background:

The Grand Erie District School Board is committed to preventing occupational illness and injury to students and staff by implementing and maintaining a safe and healthy working and learning environment. It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of the Grand Erie District School Board. The Grand Erie District School Board will make every reasonable effort to provide and maintain a safe and healthy work environment. The Grand Erie District School Board's staff must all be committed to reducing the risk of injury in the workplace.

All staff are required to meet or exceed all statutory requirements concerning the health and safety of workers, as well as all safe work policies and procedures established by the Grand Erie District School Board, staff will be held accountable when they fail to do so. Staff are required to work safely and report any unsafe condition to their supervisor immediately. The Grand Erie District School Board's supervisors are responsible for ensuring that staff work in a safe manner and employees receive adequate training in their specific work tasks to protect their health and safety. The Grand Erie District School Board and its supervisors must also take every precaution reasonable in the circumstances for the protection of the worker.

This Health and Safety Policy is implemented through the Grand Erie District School Board Health and Safety Program, developed and amended yearly, through consultation with the Joint Health and Safety Committee.

The Joint Health and Safety Committee shall review the Policy and Program annually and make recommendations, to ensure that all legislative requirements and practices are maintained and the Policy and Program remain relevant and appropriate.

Procedures:

1. In fulfilling this commitment, the Board will provide and maintain a safe workplace and healthy environment, as indicated by accepted safety practices and in compliance with legislative requirements of the Acts, Regulations, and Codes.
2. The Board will strive to eliminate foreseeable hazards that could result in fires, loss of security, damage to property, and which could cause personal injuries or illness.
3. Lost employee time due to accident or injury can be controlled through effective management in combination with active involvement of all employees. Prevention of accidents is the direct responsibility of all managers and employees alike.
4. Those in supervisory positions will comply with the Board's health and safety requirements to prevent accidents and lost time. These requirements apply to the design, operation, and maintenance of facilities and equipment.
5. All employees will perform their tasks properly in accordance with established procedures and operating philosophy.
6. The Board is committed to the highest degree of safety and acknowledges that this can be achieved by co-operation with the Joint Health and Safety Committee and other groups.
7. See Appendix 'A' for Guidelines for the Structure and Function of the Joint Occupational Health and Safety Committee.

TERMS OF REFERENCE FOR THE STRUCTURE AND FUNCTION OF THE
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC)

AS AGREED BETWEEN
THE GRAND ERIE DISTRICT SCHOOL BOARD
AND

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION, DISTRICT 23
(TEACHERS' BARGAINING UNIT, OCCASIONAL TEACHERS' BARGAINING UNIT,
PROFESSIONAL STUDENT SUPPORT PERSONNEL BARGAINING UNIT)

GRAND ERIE ELEMENTARY TEACHERS' FEDERATION

GRAND ERIE ELEMENTARY OCCASIONAL TEACHERS

GRAND ERIE DESIGNATED EARLY CHILDHOOD EDUCATORS LOCAL

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5100
(EDUCATIONAL ASSISTANTS, OFFICE/CLERICAL/TECHNICAL, FACILITY SERVICES)

ONTARIO PRINCIPALS' COUNCIL

GRAND ERIE MANAGEMENT SUPPORT TEAM

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1.0 DEFINITIONS

Workplace Team (WT) consists of one (1) employer representative and one (1) representative from each bargaining unit represented at the Workplace. Worker Representatives shall be selected by their respective Union/Federation members at the site. The Worker Representative should be chosen in each location before September of each school year. The WT is tasked with performing regular monthly workplace inspections of the worksite and other requirements as deemed appropriate by the Joint Occupational Health and Safety Committee (JOHSC).

Alternate Member is someone designated by a Joint Occupational Health and Safety Committee member to attend JOHSC meetings in their absence.

Beginning of testing implies the time at which testing begins; includes while equipment is being set up or affixed to a worker; ensuring the process has begun; ensuring valid testing procedures are used and conditions are representative.

Certified Member refers to a Joint Occupational Health and Safety Committee member who has successfully completed Parts 1 and 2 certification training through a Ministry of Labour approved provider.

Consensus denotes a general agreement amongst the parties involved.

Designated Certified Member(s) are the members who are designated to become solely entitled to exercise the rights and are required to perform the duties under the OHS Act of a certified member.

Each Union or Federation has a designated worker member. The Business Services Management Representative will be the designated employer representative.

Employer refers to the Grand Erie District School Board.

Internal Responsibility System is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization as they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis.

Joint Occupational Health and Safety Committee is comprised of members as described herein.

Quorum is reached when a minimum of six (6) members are present (worker members present must be greater than the management members).

Supervisor is a person who has charge of a workplace or authority over a worker. This includes: The Board's Director of Education, Superintendents, Principal, Vice-Principal, Manager, Supervisor.

Workplace is any land, premises, location or thing at, upon, in or near which a worker works; herein referred to as a worksite or site.

2.0 PREAMBLE

- 2.1 The Grand Erie District School Board (herein referred to as 'GEDSB') and all of its Unions/Federations and employee groups have agreed to the establishment of a multi-site Joint Occupational Health and Safety Committee as per the Occupational Health and Safety Act (herein referred to as the 'OHS Act') and have reached an understanding as to this Terms of Reference document for the composition, practice and procedure thereof.
- 2.2 Here within, the Joint Occupational Health and Safety Committee shall be referred to as the Joint Committee and the Health and Safety Team shall be referred to as the Workplace Team.
- 2.3 The parties acknowledge that the diversity of workplaces in the educational sector requires reference to many Acts, Regulations, Codes, Standards and Guidelines to set the minimum standard to ensure the health and safety of workers. In addition, workplace policies and guidelines, along with Collective Agreements, may extend those standards.
- 2.4 The parties acknowledge that the proper functioning of the Joint Committee can only be carried out where the representatives of the employer and of the workers are committed to these responsibilities. To effect this, the undersigned undertake to make decisions that will be carried out by their respective organizations.
- 2.5 The parties agree to accept other employee group(s) as members of the Joint Committee, based upon a request by other employee group(s) and the mutual consent of the Board and each of the Unions/Federations who are a party to this agreement.
- 2.6 The parties hereto adopt these guidelines in good faith and agree to promote and assist the Joint Committee whenever and wherever possible.

3.0 DESCRIPTION OF THE WORKPLACES

- 3.1 The following Terms of Reference document applies to all Grand Erie District School Board administrative buildings, schools, worksites and leased spaces where board employees are regularly employed.
- 3.2 Separate appendices are provided for the following items covered by this Terms of Reference:

Appendix A: Each GEDSB workplace name, address and distance from the Education Centre.

Appendix B: Unions/Federations/Associations and approximate number of workers in each group.

Appendix C: Designated substances present at GEDSB workplaces.

Appendix D: Work Refusal Process

Appendix E: Critical Injury Process

Appendix F: Items to be posted on Workplace Health and Safety bulletin boards

Appendix G: 2016-17 JOHSC Members list

Appendix H: JOHSC and Workplace Team Training Modules

4.0 COMMITTEE STRUCTURE

JOHSC MEMBERSHIP

- 4.1 Members of the GEDSB JOHSC shall be paid employees of the GEDSB. Where a member ceases to be an employee of the Grand Erie District School Board, membership on the JOHSC shall be terminated (OHS Act, Part II, Section 9 (10)).
- 4.2 The committee is comprised of 10 worker members and 5 management members. One member of each shall be allocated as follows:

| Worker Members | Management Members |
|--|----------------------------------|
| CUPE - Educational Assistants | Business Services |
| CUPE - Facility Services | Elementary School Administration |
| CUPE - Office/Clerical/Technical | Facility Services |
| ETFO – Elementary Teachers | Human Resources |
| ETFO - Elementary Occasional Teachers | Secondary School Administration |
| ETFO – Designated Early Childhood Educators | |
| Non- Union | |
| OSSTF- Secondary Teachers | |
| OSSTF - Secondary Occasional Teachers | |
| OSSTF- Professional Student Services Personnel | |

- 4.2.1 Worker members of the JOHSC shall be elected or appointed by their respective Union/Federation.
- 4.2.2 Management members of the JOHSC shall be selected by their respective association, employee group and/or designated by the employer.
- 4.2.3 For continuity and cost-effectiveness, all members will be asked to serve a minimum three (3)-year term on the committee. There will be no restrictions on the number of terms a member may serve.
- 4.2.4 All groups will notify the board of their representative(s) before the first meeting in September each year or upon replacing a member throughout the year.
- 4.3 The Board’s Health and Safety Officer shall attend meetings as a resource to the committee but shall not be considered a member of the committee.

JOHSC CO-CHAIRS

- 4.4 Two (2) of the JOHSC members shall co-chair the committee, one (1) of whom shall be selected by the members who represent workers, and the other of whom shall be selected by the members who represent management.
- 4.5 The Co-chairs will be appointed in September for a definite period of 12 months. If a co-chair leaves during that time a new co-chair will be selected as per 4.4 for the remainder of the term.
- 4.6 Co-chairs will alternate chairing the meeting and if one (1) Co-chair is absent, the other Co-chair will chair the meeting.

DESIGNATED CERTIFIED MEMBERS

- 4.7 The Joint Committee shall designate each Union/Federation certified worker member to represent their appropriate Union/Federation. This member shall be made available as soon as possible to investigate critical injuries, fatalities, work refusals, work stoppage and emergency closures for health and safety purposes, and be available for specific industrial hygiene issues that involve members of their Union/Federation and other health and safety matters within the Workplace that are identified in the Occupational Health and Safety Act. Where applicable, the investigating team shall be responsible for monitoring that the requirements prescribed in section 51 and 52 of the Occupational Health and Safety Act and sections 5 and 6 of the Regulations for Industrial Establishments are carried out.
- 4.8 The Joint Committee agrees that should the designated member of the appropriate Union/Federation be delayed, the Certified Worker member closest to the school of the safety emergency shall attend the safety emergency. This decision shall be made by the Worker Co-chairperson in consultation with the first Worker representative called. The Worker Co-chairperson shall notify the Health and Safety Department.

WORKPLACE TEAMS

- 4.9 Each school/facility shall establish a Workplace Health and Safety Team.
- 4.9.1 The Workplace Team should consist of one Management member and one (1) representative from each of the bargaining units represented at the Workplace. Worker Representatives shall be selected by their respective Union/Federation members at the site. The Worker Representative should be chosen in each location no later than September 30th of each school year.

5.0 ROLES AND RESPONSIBILITY

ROLE OF THE OCCUPATIONAL HEALTH AND SAFETY PROFESSIONAL

- 5.1 The Board's Health and Safety Officer shall attend meetings as a resource to the committee but shall not be considered a member of the committee.

ROLES AND POWERS OF JOHSC MEMBERS

- 5.2 In addition to those listed in section 9(18) of the OHS Act, the function of the JOHSC shall be:
- 5.2.1 To identify, evaluate and discuss health and safety matters within GEDSB workplaces and make recommendations to the employer on ways to improve workplace health and safety, as needed.
- 5.2.2 To conduct workplace inspections as defined in this Terms of Reference document.
- 5.2.3 To ensure that workplace inspections are carried out on a regularly scheduled basis by the Workplace Team.
- 5.2.4 To review employee accident/incident information, and Workplace Violent Incidence Reports via the report provided by the Health and Safety Department and make recommendations as required.

- 5.2.5 To provide consultation on health and safety orientation training programs so that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.
- 5.2.6 To address matters related to Hazardous/Designated Substance Regulations and WHMIS where applicable.
- 5.2.7 To obtain information from management 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 school boards of which the employer has knowledge, and;
 - iii) timely results of workplace testing, and;
 - iv) any other data pertinent to health and safety;
- 5.2.8 To provide appropriate information to Workplace Team members in a timely manner.

ROLES AND POWERS OF WORKPLACE TEAMS

- 5.3 Members of the Workplace Team shall:
 - 5.3.1 Conduct monthly inspections at their school or worksite and be afforded the opportunity to participate in the annual JOHSC inspections, and to make recommendations to the Joint Committee.
 - 5.3.2 Monthly inspections must include all of areas within the actively used facility. Small to mid-sized facilities (elementary schools, administrative buildings, satellite locations) shall be inspected within half a day. Large facilities (secondary schools) shall be inspected within one day.
 - 5.3.3 Promote health and safety at the site.
 - 5.3.4 Worker members must inform the Principal/Supervisor/Manager of any health and safety related issues observed or brought to their attention.
 - 5.3.5 Ensure that current names of the JOHSC and WT are posted on the sites Health and Safety Bulletin Board.
 - 5.3.6 Ensure required postings are maintained on the sites' Health and Safety Bulletin Board (see Appendix F).
 - 5.3.7 Schedule all inspections at the beginning of the school year. Inspections shall coincide with any annual inspection by the Joint Committee.
 - 5.3.8 Unresolved Workplace Team concerns regarding occupational health and safety issues shall be documented on the Health and Safety Concern form and submitted to the Joint Committee and the Health and Safety Department.

- 5.3.9 The Workplace Team, through the Workplace Supervisor, is responsible for ensuring that a copy of all Ministry of Labour reports are forwarded to the Health and Safety Department.
- 5.3.10 The Workplace Supervisor shall endeavor to inform the Workplace Team prior to the commencement of maintenance work by board employees or outside contractors pertaining to the use, removal or disturbance of designated substances or any other toxic substances which may be used or disturbed during the course of the work.
- 5.3.11 The Workplace Team Supervisor shall immediately advise the Health and Safety Department of all critical injuries (involving all persons including employees, students or visitors), safety related work refusals and work stoppages resulting from safety issues. The Health and Safety Department shall, without delay, notify the appropriate certified Worker member of the Joint Committee.
- 5.3.12 A Workplace Team worker shall be entitled to be present at the beginning of testing conducted with respect to specific industrial hygiene issues or general indoor air quality testing at a school or facility.
- 5.4 In addition to the responsibilities of the WT, the JOHSC Co-chairs may request a workplace team worker and the Principal/Supervisor/Manager attend JOHSC meetings when a particular issue related to the worksite they represent is on the agenda. Release time shall be provided for the WT member to attend such meetings.
 - 5.4.1 When the workplace team worker/Principal/Supervisor/Manager is present at a JOHSC meeting they are considered a guest and a non-voting member.

ENTITLEMENTS OF THE JOHSC MEMBERS

- 5.5 Committee meetings, inspections, training and other functions undertaken by the JOHSC will be scheduled during normal working hours except in extraordinary circumstances. When performing duties as listed in these guidelines, Joint Committee Worker Representatives shall be replaced by casual/occasional workers and the Joint Committee member will receive the member's current rate of pay, and all other normal benefit entitlements.
- 5.6 When performing duties as listed in this Terms of Reference document, JOHSC worker members shall be released from their workplace in order to fulfill their duties as prescribed. All absences shall be recorded under a predetermined code designated for JOHSC business.
- 5.7 In accordance with section 9(35) of the Occupational Health and Safety Act, 1990, a JOHSC worker member, who is called out to perform legal responsibilities (i.e. work refusal, work stoppage, critical injury, Ministry of Labour summons) outside normal working hours shall be paid at the employee's regular or premium rate, and shall continue to receive all their benefit entitlements as may be proper. If there is any disagreement as to the rate or amount of compensation, it shall be referred to the Superintendent, Human Resource Services, in consultation with the JOHSC for resolution. If there is any disagreement as to the rate or amount of compensation, it may be resolved through the Grievance Procedure in the appropriate Collective Agreement.

- 5.8 Travel allowance as per the current Board Policy and rate, shall be paid for attendance at JOHSC meetings, work refusals, critical injury investigations, presence at industrial hygiene testing, Ministry of Labour summons and site inspections.
- 5.9 Time spent as a JOHSC Member performing Workplace inspections, and other duties as listed, will be paid for at the member's current rate of pay for performing work and the time spent will not interfere with the worker's preparation time, breaks, lunch time or personal time.

6.0 TRAINING

JOINT HEALTH AND SAFETY COMMITTEE

- 6.1 All new members of the JOHSC will receive orientation training delivered by the health and safety department.
- 6.2 The GEDSB shall ensure that all worker and management members of the JOHSC are trained under the certification process outlined in the Occupational Health and Safety Act. The certification training shall be completed within twelve (12) months upon joining the JOHSC and must be completed within six (6) months of completing Part 1. Certification training costs shall be the responsibility of the GEDSB.
 - 6.2.1 Part 1 and Part 2 certification training as outlined in Appendix H will be delivered to all JOHSC members by a Ministry of Labour (MOL) certified and approved trainer.
 - 6.2.2 The Health and Safety Department will maintain training records of JOHSC members. JOHSC members will be required to complete the recertification course once each school year.
 - 6.2.3 Lack of certification shall not prevent new JOHSC members from participating fully in JOHSC responsibilities with the exception of annual inspections.
- 6.3 New members to the JOHSC shall be paired with an experienced, certified member, as mentor. Mentors may accompany the new members on up to three (3) inspections, which shall include one (1) secondary school. Release time for inspections will be provided.
- 6.4 Information and instruction surrounding applicable health and safety topics will be provided to the JOHSC through the Health and Safety Department in consultation with the worker and management Co-chairs and the Committee members.

MEMBERS OF THE WORKPLACE TEAM

- 6.5 Members of the Workplace Team will receive training within 6 months of becoming a member. Training costs shall be the responsibility of the GEDSB.
 - 6.5.1 Part 1 and Part 2 certification training as outlined in Appendix H will be delivered to all Workplace Team members by a Ministry of Labour (MOL) certified and approved trainer.
 - 6.5.2 The Health and Safety Department will maintain training records of Workplace Team members. Workplace Team members will be required to complete the recertification course every three (3) years.

- 6.5.3 Lack of training shall not prevent new Workplace Team members from participating fully in or fulfilling Workplace Team responsibilities.
- 6.6 Any additional information and instruction to the members of the Workplace Team will be provided through the Health and Safety Department in consultation with the JOHSC.

7.0 JOHSC MEETINGS

SCHEDULE

- 7.1 The JOHSC shall meet monthly, excluding July and August. Additional meetings or cancellations will be upon the approval of the Co-chairs. JOHSC meeting dates will be distributed to the members before the first scheduled meeting of the school year.

MEETING AGENDA

- 7.2 JOHSC members shall make every effort to submit all agenda items in writing two (2) weeks before scheduled meetings. Agenda additions may be made on the meeting date, subject to the approval of both Co-chairs.
 - 7.2.1 Site-based agenda items raised at the meeting that have not been reported to the Workplace Supervisor, will not be accepted unless the Co-chairs agree that it is appropriate for it to be brought forward (see sections 10.5-10.6 'Referring Issues to the JOHSC').
- 7.3 Two (2) weeks in advance of the JOHSC meeting, the draft meeting agenda will be approved by the Co-chairs in consultation with the Health and Safety Department. The Health and Safety Department shall distribute the final copy of the agenda and meeting package to all members in advance of the meeting. Every effort will be made to have the agenda and meeting package available one (1) week prior to the meeting.
- 7.4 All items that are resolved or not will be reported in the minutes. Unresolved items will be tabled and placed on the agenda for the next meeting or a designated upcoming meeting as approved by the JOHSC members.
- 7.5 In the case where a JOHSC member has tabled an item on the agenda and is not present at the meeting; that item shall be deferred until the next meeting when he/she is present unless an alternate member has been identified to bring the item forward for discussion.
- 7.6 The Joint Committee may accept any item as proper for discussion and resolution pertaining to Workplace Health and Safety, except to violate any terms of the prevailing Collective Agreements. All items raised from the agenda in the meetings will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used.

MEETING MINUTES

- 7.7 The Health and Safety Department will arrange for a recording secretary to take, type, and circulate the JOHSC meeting minutes. Minutes should contain a summary of all items reported in the agenda and discussed at the meeting. Minutes will be reviewed by the Co-chairs within a week of the meeting and approved for distribution to the Board community. Electronic copies will be made available on the Staff Portal for all committee members,

Workplace Teams, Health and Safety Representatives, Principals/Managers/Supervisors and Unions/Federations and other Board staff to view, print and post.

- 7.8 The minutes shall be reviewed by the JOHSC at the following monthly meeting and any errors or omissions will be noted on that month's meeting minutes.
- 7.9 A copy of the minutes will be retained as per the GEDSB's record retention process, and at a minimum of seven (7) years.

MEETING ATTENDANCE/QUORUM

- 7.10 The Joint Committee shall have a quorum of six (6) members present in order to conduct business. One (1) Co-chairperson must be present in order to conduct business. The number of management members shall not be greater than the number of employee members.
- 7.11 If one (1) Co-chair is absent, the other Co-chair will chair the meeting.
- 7.12 A JOHSC member may assign an alternate to attend the JOHSC meeting in their place if the member is unable to attend. Notice of the alternate shall be sent to the Co-chairs in advance of the meeting.
- 7.13 Where the requirements outlined in Article 7.10 are not met, the meeting shall be considered an information session only.

DECISION MAKING

- 7.14 Every effort will be made to resolve all issues brought forward on the agenda and to make decisions based on consensus rather than by voting.

WRITTEN RECOMMENDATIONS

- 7.15 Formal motions in the form of a written recommendation from the JOHSC will be printed separately from the JOHSC minutes, signed by the JOHSC Co-chairs and sent to the Superintendent responsible for Health and Safety.
- 7.16 The employer shall respond to the JOHSC within twenty-one (21) days. The written response shall indicate the employer's assessment of the JOHSC's recommendation and specify what action will, or will not (with explanations) be implemented as a result of the recommendations. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.
- 7.17 Either Co-chair may make a recommendation to the employer as per section 9 (19.1) of the Act.

DISPUTE RESOLUTION

- 7.18 Where a dispute arises between worker and management members, every effort will be made by the JOHSC Co-chairs to resolve the issue internally.
- 7.19 In the event that consensus cannot be reached and/or an item remains unresolved after discussion at two (2) regularly scheduled meetings or as decided by the Co-chairs, a decision will be made based on a majority vote by all JOHSC members present. Quorum must be

maintained for a vote to occur. If consensus cannot be reached after voting, then the Ministry of Labour will be contacted for resolution

GUESTS

- 7.20 A Co-chair may, with the approval and consent of the second Co-chair, invite any additional person(s) to attend the meeting and provide information and comment, but they shall not participate in the regular business of the meeting.
- 7.21 Board staff and external guests may be invited to attend meetings through the Health and Safety Department, with prior notification to the Co-chairs.
- 7.22 A Ministry of Labour Occupational Health and Safety Inspector may attend Joint Committee meetings. Copies of minutes of previous meetings and/or written correspondence will be supplied to the inspector upon request.

8.0 WORPLACE INSPECTIONS

JOHSC WORKPLACE INSPECTIONS

- 8.1 Worker members of the JOHSC shall conduct a FULL annual workplace inspection of each site within the GEDSB;
 - 8.1.1 Once each school year for elementary schools, administrative buildings, and satellite workplaces.
 - 8.1.2 Twice each school year for secondary schools.
- 8.2 The schedule of inspection dates shall be completed by the end of May for the following academic year and may be adjusted by the Joint Committee at any time. All scheduled inspections shall be completed by the end of June. All worker members of the JOHSC will be afforded equal opportunity to participate in inspections at both elementary and secondary workplaces.
- 8.3 Small to midsized facilities (elementary schools, administrative buildings, satellite locations) shall be inspected within half a day. Large facilities (secondary schools) shall be inspected within one day.
 - 8.3.1 Notwithstanding the above, if any JOHSC inspection team requires additional time to complete the inspection, they shall contact the Health and Safety Department in advance with an explanation for the additional time required.
- 8.4 A designated member of the JOHSC inspection team will contact the site's Principal/Supervisor/Manager to make arrangements ahead of the inspection. Every effort should be made to coincide the timing of the inspection with the site's monthly inspection by the Workplace Team.
 - 8.4.1 Where a JOHSC inspection coincides with the scheduled Workplace Team inspection, the JOHSC inspection will be considered the inspection for the month.
- 8.5 Inspections shall be carried out by the designated JOHSC worker member, and all WT members.

- 8.6 JOHSC members will record items identified during the inspection on the JOHSC Inspection Report Form. Once the inspection is complete, a copy of the report form will be provided to the Principal/Supervisor/Manager for completion and then forwarded to the Health and Safety Department for record-keeping within five (5) days.
- 8.6.1 During the physical inspection, if a health and safety concern is observed or raised requiring immediate attention, the inspection team shall immediately bring the concern to the Principal/Supervisor/Manager or their designate. The Workplace Supervisor shall take the appropriate steps to ensure the safety of the staff.
- 8.6.2 It is the responsibility of the Principal/Supervisor/Manager to initiate corrective action as soon as possible after receiving a report and where possible remediate/correct all items on the report within twenty-one (21) calendar days of the inspection.
- 8.6.3 If it is expected that the actions to be implemented will take longer than twenty-one calendar (21) days, then the employer will provide a written response that shall outline in a timely fashion the proposed actions including details, time lines and who will be responsible for such action.
- 8.6.4 Once the form has been completed (all items remediated and work order numbers included, as applicable), a signed copy of the completed report form shall be sent by the Principal/Supervisor/Manager to the Health and Safety Department.
- 8.7 A copy of the completed JOHSC Inspection Report Form is to be posted:
- 8.7.1 On the site's Health and Safety Bulletin Board for a period of not less than one (1) year.
- 8.7.2 Made available to JOHSC members during the following month's meeting

WORKPLACE TEAM INSPECTIONS

- 8.8 Designated Workplace Team members shall be afforded time during their regular work day to perform monthly workplace inspections as per this Terms of Reference document and the Board's procedure for monthly workplace inspections. Time spent as a Workplace Representative performing Workplace inspections, and other duties as listed, will be paid for at the member's current rate of pay for performing work and the time spent will not interfere with the worker's preparation time, breaks, lunch time or personal time.
- 8.8.1 Monthly inspections must include all areas within the actively used facility.
- Small to mid-sized facilities (elementary schools, administrative buildings, satellite locations) shall be inspected within half a day. Large facilities (secondary schools) shall be inspected within one day.
- 8.9 Workplace Team members will record items identified during the inspection on the Inspection Report Form. Once the inspection is complete, a copy of the report form will be provided to the Principal/Supervisor/Manager for completion.
- 8.9.1 During the physical inspection, if a health and safety concern is raised requiring immediate attention, the inspection team shall immediately bring the concern to the

Principal/Supervisor/Manager or their designate. The Workplace Supervisor shall take the appropriate steps to ensure the safety of the staff.

- 8.9.2 It is the responsibility of the Principal/Supervisor/Manager to initiate and where possible remediate/correct all items on the report within twenty-one (21) days of the inspection.
- 8.9.3 Once the form has been completed (all items remediated and work order numbers included, as applicable), a signed copy of the completed report form shall be sent by the Principal/Supervisor/Manager to the Health and Safety Department.
- 8.10 A copy of the completed Workplace Inspection Form is to be posted:
 - 8.10.1 On the site's Health and Safety Bulletin Board for a period of not less than one (1) year.
 - 8.10.2 Made available to JOHSC members during the following month's meeting

MINISTRY OF LABOUR INSPECTIONS

- 8.11 When a Ministry of Labour (MOL) Inspector arrives at a site, the Principal/Supervisor/Manager shall make every effort to make available a worker member of the Workplace Team to accompany the Principal/Manager/Supervisor and the inspector during the inspection.
- 8.12 Upon notice of the Ministry of Labour Inspector's arrival, the Principal/Supervisor/Manager shall notify the Health and Safety Department who will inform the appropriate designated JOHSC worker member.
- 8.13 The Principal/Supervisor/Manager is responsible for ensuring that a copy of all Ministry of Labour reports are posted on the site's Health and Safety Bulletin Board for a period of not less than twenty-one (21) days and a copy forwarded to the Health and Safety Department within twenty-four (24) hours of receiving document(s).
- 8.14 The Health and Safety Department will ensure the report is shared with the JOHSC electronically and in the following month's meeting package.

9.0 NOTIFICATIONS AND INVESTIGATIONS

ACCIDENTS

- 9.1 Principals/Supervisors/Manager shall immediately advise the Health and Safety Department of all critical injuries, safety related work refusals and work stoppages resulting from dangerous circumstances.
- 9.2 If a person is disabled from performing his or her usual work, has lost time from work and/or requires medical attention because of an accident, injury or incident, the employer will give written notice of the occurrence to the JOHSC Union/Federation member representing the worker within four (4) days of the occurrence as per established GEDSB procedures.
- 9.3 Where advised by a worker or notified on behalf of a worker, that the worker has an occupational illness or that a claim in respect to an occupational illness has been filed with the Workplace Safety and Insurance Board, the employer shall give notice in writing to the

committee and to the JOHSC Union/Federation member representing the worker within four (4) days of being so advised.

9.4 The Principal/Supervisor/Manager is responsible to investigate all injuries reported to them.

CRITICAL INJURIES

9.5 Where a person is killed or critically injured, the employer shall immediately notify the Ministry of Labour, the JOHSC Co-Chairs, and the JOHSC Union/Federation worker member representing the injured worker as per established GEDSB procedures.

9.6 The Certified Union/Federation worker member representing the injured worker, Management Co-chair or designate and the Principal/Supervisor/Manager in consultation with the Health and Safety Department will investigate critical injuries and fatalities.

9.7 The Joint Committee agrees that should the designated member of the appropriate Union/Federation be delayed, the Certified Worker member closest to the school or location of the injury shall attend.

9.8 Where applicable, the investigating team shall be responsible for overseeing that the requirements prescribed in the Occupational Health and Safety Act, sections 51 and 52, and the Regulations for Industrial Establishments, sections 5 and 6, are carried out.

REFUSAL TO WORK

9.9 The process outlined in section 43 of the OHS Act shall be followed for enacting a work refusal (Appendix D).

9.10 Upon learning that a worker refuses work because they believe that they are likely to endanger themselves or another worker, the Health and Safety Department will contact the Union/Federation worker member representing the worker to participate in an investigation with the Principal/Manager/Supervisor. The investigation will begin forthwith as per established board procedures and as set out in section 43 of the OHS Act.

9.11 The Joint Committee agrees that should the designated member of the appropriate Union/Federation be delayed, the Certified Worker member closest to the school of the work refusal shall attend. This decision shall be made by the Worker Co-chairperson in consultation with the first Worker representative called. The Worker Co-chairperson shall notify the Health and Safety Department.

WORK STOPPAGE

9.12 A JOHSC Certified member may direct the employer to stop specified work or to stop the use of any part of a workplace, equipment, machine, device, article or thing if they find a dangerous circumstance exists.

9.13 Where a JOHSC Certified Worker member believes that a dangerous circumstance exists in the workplace that has not been resolved by the Principal/Supervisor/Manager, they will immediately contact the Health and Safety Department who will contact the worker Co-chair (or designate) to initiate an investigation in the presence of the Certified Member and Health and Safety Department. The investigation will continue as outlined in sections 45 of the OHS Act.

- 9.14 If both JOHSC Certified members find that the dangerous circumstances remain, the certified members may direct the employer to stop the use of any part of a workplace, equipment, machine, device, article or thing if they find a dangerous circumstance exists.
- 9.15 The Health and Safety Department will notify the JOHSC of all work stoppages that occur.

WORKPLACE TESTING

- 9.16 The Committee will be consulted regarding strategies for industrial hygiene testing within the Workplace.
- 9.17 A Certified Workplace Team Worker Member shall be entitled to be present at the beginning of testing conducted with respect to specific industrial hygiene issues at a worksite. Where the Industrial hygiene issue involves general indoor air quality testing, the Joint Committee Worker member shall be advised of the testing and shall be entitled to be present at the beginning of general indoor air quality testing.

10.0 JOHSC EVALUATION AND EFFECTIVENESS

COMMUNICATIONS

- 10.1 All communications and documentation shared with the JOHSC will, at a minimum, be done through the Board's email system and shared at the monthly meetings.
- 10.2 Co-chairs and Certified Members shall provide the Health and Safety Department with emergency contact information in the event they need to be contacted to fulfil the obligations as outlined in the OHS Act and these terms.
- 10.3 In emergency situations the Health and Safety Department will make every effort to keep the Co-chairs informed. Like all Board employees the JOHSC members have access to the Board website for emergency information.
- 10.4 Where an item raises policy issues, the JOHSC shall inform the GEDSB and may recommend policy changes.

CONFIDENTIALITY

- 10.5 Except as required by law, no JOHSC member shall disclose or communicate any confidential information, report, worker personal information or result of any testing acquired through serving as a JOHSC member. The exception is granted for the disclosure of information to the JOHSC member's Union/Federation President.

REFERRING ISSUES TO THE JOHSC (supporting the internal responsibility system)

- 10.6 As per the OHS Act and this Terms of Reference document, employees shall discuss workplace health and safety concerns with their immediate Supervisor first before bringing it to the attention of the Committee.
- 10.7 Supervisors shall acknowledge and take appropriate actions to remediate/correct a concern within a reasonable amount of time according to the severity or urgency of the concern reported. Supervisors shall respond to all concerns within twenty-one (21) days. The Supervisor will also communicate updates on progress of actions to the worker who reported the concern.

- 10.8 Unresolved occupational health and safety concerns reported to a JOHSC member from a worker that have followed the Internal Responsibility System shall be submitted to the Co-chairs and/or the Health and Safety Department. Concerns will be discussed and/or brought to the next available JOHSC meeting.

REVIEWING JOHSC EFFECTIVENESS

- 10.9 During the first scheduled meeting of the JOHSC of each school year, a review of the Committee and members' responsibilities and the need to maintain confidentiality will be added as an item to the agenda for discussion.
- 10.10 Concerns or suggestions regarding the effectiveness of the JOHSC can be submitted at any time to the Co-chairs. Any findings or actions will be documented in the appropriate meeting minutes.

11.0 TERMS OF REFERENCE

REVISION/REVIEW

- 11.1 This Terms of Reference document will be reviewed annually at the September JOHSC meeting of the school year.
- 11.2 Upon review, should any signatory party to the agreement deem it necessary that this Terms of Reference document be revised, a revision process shall be undertaken between worker and management representatives within three (3) months. A signed copy of this Terms of Reference document with new or amended sections clearly identified shall be submitted to the Ministry of Labour for approval, as required.
- 11.3 An approved copy of the GEDSB JOHSC Terms of Reference document and Minister's Letter (order under section 9(3.1)) must be maintained at all GEDSB workplaces and made available for review by a Ministry of Labour Inspector.
- 11.3.1 Sites should make sure the JOHSC Terms of Reference document and Minister's Letter is posted on their Health and Safety Bulletin Board.

WITHDRAWAL OF MINISTER'S ORDER

- 11.4 The Minister has the right to withdraw the agreement for a multi-workplace JOHSC without consultation with the workplace parties.
- 11.5 Any workplace party may request that the existing order allowing for the multi-site JOHSC be rescinded by writing to the Regional Director. The Regional Director may contact workplace parties to discuss the rescinding of the Minister's Order.
- 11.6 An inspector or other ministry representative with concerns about the functioning of the multi-site JOHSC may also recommend that the Regional Director review the Minister's Order.

12.0 SIGNATURES

We, the undersigned, have read and accept the JOHSC Terms of Reference document as written, dated

Brenda Blancher
Director of Education
Grand Erie District School Board

David Dean
Chair of the Board
Grand Erie District School Board

CUPE - Canadian Union of Public Employees Local 5100

ETFO - Elementary Teachers

ETFO - Elementary Occasional Teachers

ETFO - Designated Early Childhood Educators

OSSTF - Secondary Teachers

OSSTF - Secondary Occasional Teachers

OSSTF - Professional Student Services Personnel

GEMST- NON Union

OPC - Principals

JOHSC MEMBERS

Workers

Management

12.0 SIGNATURES

We, the undersigned, have read and accept the JOHSC Terms of Reference document as written, dated

march 27, 2017

B. Blancher

[Signature]

Brenda Blancher
 Director of Education
 Grand Erie District School Board

David Dean
 Chair of the Board
 Grand Erie District School Board

| | |
|--|-------------------------|
| CUPE - Canadian Union of Public Employees Local 5100 | <i>Jennifer Falkner</i> |
| ETFO - Elementary Teachers | <i>[Signature]</i> |
| ETFO - Elementary Occasional Teachers | <i>[Signature]</i> |
| ETFO - Designated Early Childhood Educators | <i>[Signature]</i> |
| OSSTF - Secondary Teachers | <i>[Signature]</i> |
| OSSTF - Secondary Occasional Teachers | <i>[Signature]</i> |
| OSSTF - Professional Student Services Personnel | <i>[Signature]</i> |
| GEMST- NON Union | <i>[Signature]</i> |
| OPC - Principals | <i>[Signature]</i> |

JOHSC Members

Workers

Management

[Signature]
[Signature]
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SUCCESS for Every Student

**JOINT OCCUPATIONAL HEALTH AND SAFETY
COMMITTEE (JOHSC)
TERMS OF REFERENCE
APPENDICES**

APPENDIX A: GEDSB Workplaces and Distance/Proximity from the Education Centre

| SCHOOL | ADDRESS | CITY | POSTAL CODE | DISTANCE FROM ED CENTRE (KM) |
|--|------------------------------|-------------|-------------|------------------------------|
| A. G. Hodge Public School | 52 Clench Ave. | Brantford | N3T 1B6 | 4 |
| Anna Melick Memorial School | 1347 Hutchinson Rd. RR#8 | Dunnville | N1A 2W7 | 73 |
| Banbury Heights School | 141 Banbury Rd. | Brantford | N3P 1E3 | 10 |
| Bellview Public School | 97 Tenth Ave. | Brantford | N3S 1G5 | 1 |
| Bloomsburg Public School | RR#3, 25 Concession 12 | Waterford | N0E 1Y0 | 32 |
| Boston Public School | RR#1, 2993 Cockshutt Rd. | Waterford | N0E 1Y0 | 16 |
| Branlyn Community School | 238 Brantwood Park Rd. | Brantford | N3P 1N9 | 10 |
| Brantford Collegiate Institute & Vocational School | 120 Brant Ave. | Brantford | N3T 3H3 | 4 |
| Brier Park Public School | 10 Blackfriar Lane | Brantford | N3R 6C5 | 9 |
| Burford District Elementary School | 35 Alexander St. | Burford | N0E 1A0 | 18 |
| Caledonia Centennial Public School | 110 Shetland St. | Caledonia | N3W 2H1 | 30 |
| Cayuga Secondary School | #70 Haldimand Hwy. 54 | Cayuga | N0A 1E0 | 44 |
| Cedarland Public School | 60 Ashgrove Ave. | Brantford | N3R 6E5 | 9 |
| Centennial Grand Woodlands School | 41 Ellenson Dr. | Brantford | N3R 3E7 | 8 |
| Central Public School | 135 George St. | Brantford | N3T 6B4 | 4 |
| Cobblestone Elementary School | 179 Granville Circle | Paris | N3L 0A9 | 17 |
| Confederation Elementary School | 54 Ewing Dr. | Brantford | N3R 5H8 | 7 |
| Courtland Public School | 1012 Queen St. | Courtland | N0J 1E0 | 56 |
| Delhi Public School | 227 Queen St. | Delhi | N4B 2K6 | 43 |
| Delhi District Secondary School | 393 James St. | Delhi | N4B 2B6 | 43 |
| Dufferin Public School | 106 Chestnut St. | Brantford | N3T 4C6 | 5 |
| Dunnville Secondary School | 110 Helena St. | Dunnville | N1A 2S5 | 62 |
| Echo Place School | 723 Colborne St. East | Brantford | N3S 3R5 | 5 |
| Elgin Avenue Public School | 80 Elgin Ave. | Simcoe | N3Y 4A8 | 40 |
| Fairview Avenue Public School | 223 Fairview Ave. West | Dunnville | N1A 1M4 | 63 |
| Glen Morris Central Public School | 522 Glen Morris Rd. East | Glen Morris | N0B 1W0 | 23 |
| Graham Bell-Victoria Public School | 56 Grand St. | Brantford | N3R 4B2 | 6 |
| Grandview Public School | 68 North Park St. | Brantford | N3R 4J9 | 6 |
| Grandview Central Public School | 11 Thrush St. | Dunnville | N1A 1X7 | 64 |
| Greenbrier Public School | 33 White Oaks Ave. | Brantford | N3R 5N8 | 8 |
| Hagersville Elementary School | 40 Parkview Rd. | Hagersville | N0A 1H0 | 32 |
| Hagersville Secondary School | 70 Parkview Rd. | Hagersville | N0A 1H0 | 31 |
| Houghton Public School | RR#5, 505 Fairground Siderd. | Langton | N0E 1G0 | 82 |
| J. L. Mitchener Public School | 60 Munsee St. South | Cayuga | N0A 1E0 | 46 |
| James Hillier Public School | 62 Queensway Dr. | Brantford | N3R 4W8 | 6 |
| Jarvis Public School | 14 Monson St. | Jarvis | N0A 1J0 | 34 |
| King George School | 265 Rawdon St. | Brantford | N3S 6G7 | 4 |

| SCHOOL | ADDRESS | CITY | POSTAL CODE | DISTANCE FROM ED CENTRE (KM) |
|--|-------------------------------|--------------|-------------|------------------------------|
| Lakewood Elementary School | 713 St. George St. | Port Dover | N0A 1N0 | 41 |
| Langton School | 23 Albert St. | Langton | N0E 1G0 | 62 |
| Lansdowne-Costain Public School | 21 Preston Blvd. | Brantford | N3T 5B1 | 6 |
| Lynndale Heights Public School | 55 Donly Dr. South | Simcoe | N3Y 5G7 | 41 |
| Major Ballachey Public School | 105 Rawdon St. | Simcoe | N3S 6C7 | 3 |
| McKinnon Park Secondary School | 91 Haddington St. | Caledonia | N3W 2H2 | 31 |
| Mt. Pleasant School | 667 Mt. Pleasant Rd. | Mt. Pleasant | N0E 1K0 | 10 |
| North Park Collegiate & Vocational School | 280 North Park St. | Brantford | N3R 4L1 | 7 |
| North Ward School | 107 Silver St. | Paris | N3L 1V2 | 19 |
| Oakland-Scotland Public School | 15 Church St. West | Scotland | N0E 1R0 | 19 |
| Oneida Central Public School | 661 4 th Line | Caledonia | N3W 2B2 | 38 |
| Onondaga-Brant Public School | 21 Brant School Rd., RR#1 | Brantford | N3T 5L4 | 9 |
| Paris Central Public School | 7 Broadway St. East | Paris | N3L 2R2 | 17 |
| Paris District High School | 231 Grand River St. North | Paris | N3L 2N6 | 18 |
| Pauline Johnson Collegiate & Vocational School | 627 Colborne St. | Brantford | N3S 3M8 | 4 |
| Port Rowan Public School | 48 College Ave. | Port Rowan | N0E 1M0 | 80 |
| Prince Charles Public School | 40 Morton Ave. | Brantford | N3R 2N5 | 6 |
| Princess Elizabeth Public School | 60 Tecumseh St. | Brantford | N3S 2B5 | 2 |
| Rainham Central School | 572 Concession 5., RR#1 | Fisherville | N0A 1G0 | 48 |
| River Heights School | 37 Forfar St. East | Caledonia | N3W 1L6 | 30 |
| Russell Reid Public School | 43 Cambridge Dr. | Brantford | N3R 5E3 | 8 |
| Ryerson Heights Elementary School | 33 Dowden Ave. | Brantford | N3T 0A3 | 6 |
| Seneca Central Public School | 2767 Haldimand Rd. #9 | York | N0A 1R0 | 48 |
| Simcoe Composite School | 40 Wilson Dr. | Simcoe | N3Y 2E5 | 40 |
| Sprucedale Secondary School | 660 Ireland Rd. | Simcoe | N3Y 4L8 | 42 |
| St. George German Public School | 3 College St. | St. George | N0E 1N0 | 18 |
| Teeterville Public School | 229 Teeter St. | Teeterville | N0E 1S0 | 33 |
| Thompson Creek Elementary School | 800 Cross St. West | Dunnville | N1A 1N7 | 63 |
| Tollgate Technological Skills Centre | 112 Tollgate Rd. | Brantford | N3R 4Z6 | 7 |
| Valley Heights Secondary School | 2561 Hwy. 59 | Langton | N0E 1G0 | 68 |
| Walpole North Elementary School | RR#5, 1895 Haldimand Rd#55 | Hagersville | N0A 1H0 | 30 |
| Walsh Public School | RR#2, 933 St. John's Rd. West | Simcoe | N3Y 4K1 | 56 |
| Walter Gretzky Elementary | 365 Blackburn Dr. | Brantford | N3T 0G5 | 6 |
| Waterford District High School | 227 Main St. South | Waterford | N0E 1Y0 | 27 |
| Waterford Public School | 100 East Church St. | Waterford | N0E 1Y0 | 25 |
| West Lynn Public School | 18 Parker Dr. | Simcoe | N3Y 1A1 | 42 |
| Woodman-Cainsville School | 51 Woodman Dr. | Brantford | N3S 4K3 | 5 |

| OTHER SITES | ADDRESS | CITY | POSTAL CODE | DISTANCE FROM ED CENTRE (KM) |
|---|--|-----------------------|-------------|------------------------------|
| Adult Learning City Centre | 1 Market St. | Brantford | N3T 6C8 | 3 |
| Adult Learning Norfolk | 150 West St., Unit 5 | Simcoe | N3Y 5C1 | 40 |
| Bridges to Success – Adult Literacy and Basic Skills, Brantford | 3 rd Level, Market Square, 1 Market St. | Brantford | N3T 6C8 | 3 |
| Bridges to Success – Adult Literacy and Basic Skills, Haldimand | 110 Helena Street | Dunnville | N1A 2S5 | 62 |
| CAREERLINK – Employment Ontario Services | 3 rd Level, Market Square, 1 Market St. | Brantford | N3T 6C8 | 3 |
| Education Centre and Facility Services | 349 Erie Ave. | Brantford | N3T 5V3 | 0 |
| English as a Second Language (ESL)/LINC | 347 Erie Ave. | Brantford | N3T 5V3 | 0 |
| H.E. Fawcett Teacher Resource Centre | 108 Tollgate Rd. | Brantford | N3R 4Z6 | 7 |
| Joseph Brant Learning Centre | 347 Erie Ave. | Brantford | N3T 5V3 | 0 |
| GELA - Main Campus | 365 Rawdon St. | Brantford | N3S 6J3 | 5 |
| GELA – Simcoe Town Centre | 150 West St. | Simcoe | N3Y 5C1 | 40 |
| Hagersville - Nations | 1676 Chiefswood Rd., Unit 3 | Ohsweken, Six Nations | N0A 1M0 | 16 |
| Hagersville - New Start | HWY 6 and First Line | Hagersville | N0A 1H0 | 32 |
| Hagersville – SWAC | 16 Sunrise Court | Ohsweken | N0A 1M0 | 17 |
| Hagersville – Youth Lodge | 35 Sunrise Court | Ohsweken | N0A 1M0 | 17 |
| Haldimand School Support Centre | 70 Parkview Rd. | Hagersville | N0A 1H0 | 31 |
| Norfolk School Support Centre | 227 Main St. South | Waterford | N0E 1Y0 | 27 |
| Turning Point – Cayuga Secondary School | 28 Cayuga St. North | Cayuga | N0A 1E0 | 46 |
| Turning Point – Delhi District Secondary School | 640 James St. | Delhi | N4B 2C7 | 42 |
| Turning Point – Dunnville Secondary School | 304 Broad St. East, Unit 2 | Dunnville | N1A 1G3 | 70 |
| Turning Point – Hagersville Secondary School | 12 Alma St. South | Hagersville | N0A 1G0 | 29 |
| Turning Point – McKinnon Park Secondary School | 174 Caithness St. | Caledonia | N3W 1C2 | 30 |
| Turning Point – McKinnon Park Secondary School | 3201 Second Line Rd., RR#6 | Hagersville | N0A 1H0 | 22 |
| Turning Point – Paris District High School | 2 Elm St. | Paris | N3L 2L6 | 15 |
| Turning Point - Pauline Johnson Collegiate & Vocational School | 140 Colborne St. | Brantford | N3S 3N6 | 3 |
| Turning Point – Simcoe Composite School | 320 St. Patrick St. | Port Dover | N0A 1N0 | 40 |
| Turning Point – Waterford District High School | 433 Thompson Rd. West | Waterford | N0E 1Y0 | 30 |
| Turning Point – Valley Heights Secondary School | 50619 Talbot Line | Aylmer | N5R 2R1 | 80 |
| Turning Point – Valley Heights Secondary School | 707 Norfolk County Road 28 | Langton | N0E 1G0 | 78 |

APPENDIX B: GEDSB Unions and Federations

| | |
|---|------|
| # OF STAFF (FULL-TIME/PART-TIME) | 2848 |
| # OF OCCASIONAL STAFF | 1046 |
| TOTAL # OF GEDSB STAFF | 3898 |

| UNIONS/BARGAINING UNITS: | TOTAL |
|---|--------------|
| Canadian Union of Public Employees (CUPE) | 949 |
| Elementary Teachers' Federation – Designated Early Childhood Educators (ETFO) | 173 |
| Grand Erie Elementary Teachers' Federation (ETFO) | 1066 |
| Grand Erie District School Board Occasional Elementary Teachers (ETFO) | 492 |
| Grand Erie District School Board Management Support Team (GEMST) | 58 |
| Ontario Principals' Council (OPC) | 106 |
| Ontario Secondary School Teachers' Federation – Occasional Secondary Teachers (OSSTF) | 295 |
| Ontario Secondary School Teachers' Federation – Professional Student Services Personnel (OSSTF) | 55 |
| Ontario Secondary School Teachers' Federation – Secondary Teachers (OSSTF) | 634 |
| Non-Union | 66 |

APPENDIX C: Designated Substances

The following designated substances are at sites within the GEDSB:

1. Asbestos: Can be found in multiple different building materials throughout the board.
2. Lead: Can be found in wiring connectors, electric cable sheathing, solder joints on copper piping, ceramic glazes, lead sheeting, masonry mortar, and as sub-surface layers to paint.
3. Mercury: Can be found in fluorescent light tubes, switches, electrical controls, heating system thermostats and thermometers.

APPENDIX D: Procedure for a Work Refusal

Procedure for a Work Refusal

First Stage

Worker considers work unsafe.



Worker reports refusal to his/her supervisor or employer.
Worker may also wish to advise the worker safety representative and/or management representative.
Stays in safe place.



Employer or supervisor investigates in the presence of the worker and the worker safety representative.



Issue Resolved

Worker goes back to work.



Issue Not Resolved

[proceed to the second stage]

Second Stage

With reasonable grounds to believe work is still unsafe, worker continues to refuse and remains in safe place.
Worker or employer or someone representing worker or employer calls the Ministry of Labour.



Ministry of Labour Inspector investigates in consultation with the worker, safety representative and supervisor or management representative.*



Inspector gives decision to worker, management representative/supervisor and safety representative in writing.



Changes are made if required or ordered.
Worker returns to work.

*Pending the Ministry of Labour investigation:

- The refusing worker may be offered other work if it doesn't conflict with a collective agreement
- Refused work may be offered to another worker, but management must inform the new worker that the offered work is the subject of a work refusal. This must be done in the presence of:
 - a member of the joint health and safety committee who represents workers; or
 - a health and safety representative, or
- a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is no trade union, by the workers to represent them

SOURCE: Ministry of Labour (https://www.labour.gov.on.ca/english/hs/pubs/filmguide/work_refusal)

APPENDIX E: GEDSB Procedure for a Critical Injury

Procedure for a Critical Injury

The following procedure must be followed in the event a worker, student or visitor suffers a critical injury.

A critical injury is an injury of a serious nature that:

- a. places life in jeopardy
- b. produces unconsciousness
- c. results in substantial blood loss
- d. involves the fracture of an arm or a leg
- e. the fracture of a foot or ankle
- f. the fracture of more than one toe
- g. the fracture of the hand or the wrist
- h. the fracture of more than one finger
- i. involves the amputation of a leg, arm, hand, or foot
- j. consists of burns to a major portion of the body
- k. causes the loss of sight in an eye

Critical Injury Procedure

Worker, Student or Visitor Critical Injury Procedure

First Aid treatment provided to injured party by a certified first aid responder



Call 911 if emergency medical attention is needed.



Secure the scene and isolate hazards.



Begin the Injury Investigation, talk to witnesses and request witness statements.



Ensure online injury reports are submitted for worker injuries and OSBIE reports are submitted for injuries to students and visitors.



Contact the Health and Safety Department.



Health and Safety will contact the Ministry of Labour and notify the Joint Occupational Health and Safety Committee.



Health and Safety will prepare a written report to be submitted to the Ministry of Labour in consultation with the worker representative on the Joint Occupational Health and Safety Committee

APPENDIX F: Items to be Posted on the Health and Safety Board

The following items are to be posted on the workplace Health and Safety Board. **These should be the most current version available.**

- Occupational Health and Safety Act
- In Case of Injury at Work – WSIB Poster
- Health and Safety at Work: Prevention Starts Here – MOL Poster
- Workplace Violence – Poster
- WHMIS 2015 - Pictograms
- Health and Safety Policy – HR4 includes the Terms of Reference and the Minister’s Letter
- Workplace Violence Policy – HR8
- Harassment and Objectionable Behaviour Policy – HR5
- Health and Safety Annual Report
- First Aid Requirements - Regulation 1101
- List of First Aid Responders for the location
- Consumer Symbols
- Asbestos Plan for the location
- Occupational Health and Safety Brochure
- List of Joint Occupational Health and Safety Committee Members
- Ministry of Labour Reports for the location for the past 12 months
- Workplace Inspection Report for the location
- Joint Occupational Health and Safety Committee Meeting Minutes for past 12 months
- Hygiene testing reports for the location
- Asbestos Abatement Reports, Bulk Sample Analysis Reports, and Designated Substance Reports for the location
- List of current Workplace Team Members

APPENDIX G: Joint Occupational Health and Safety Committee Member 2016-2017

| 2016-2017 Joint Occupational Health and Safety Committee Members | | |
|---|---|--------------------------------------|
| Worker Representatives | | |
| Name | Group | Current Location |
| Amanda Baxter (CM) | Grand Erie Elementary Teachers' Federation Occasional Teachers (ETFO) | Not Applicable |
| Andrea Murik (CM) | Ontario Secondary School Teachers Federation OSSTF | GELA – Main Campus |
| Angela Korakas (CM) | Elementary Teachers' Federation of Ontario Designated Early Childhood Educator (ETFO) | St. George German Public School |
| Dan McDougald (CM) | Professional Student Services Personnel Ontario Secondary School Teachers' Federation (OSSTF) | H.E. Fawcett Teacher Resource Centre |
| George Wittet (CM) – Co-Chair | Ontario Secondary School Teachers Federation Occasional Teachers OSSTF | Not Applicable |
| Jennifer Faulkner (CM)* | Canadian Union of Public Employees Office Clerical/Technical (CUPE) | CUPE Office |
| Jennifer Orr (CM) | Grand Erie Elementary Teachers' Federation (ETFO) | Seneca Central Public School |
| Jim Clayton (CM) | Canadian Union of Public Employees Facility Services (CUPE) | Facility Services |
| Laura Mels (CM) | Grand Erie District School Board Management Support Team – Non-Union (GEMST) | Education Centre |
| Nancy Hondula (CM) | Canadian Union of Public Employees Educational Assistants (CUPE) | Dunnville Secondary School |
| Management/Employer Representatives | | |
| Cheryl Innes (CM) | Elementary School Administration | Echo Place School |
| Griffin Cobb (CM) | Secondary School Administration | Delhi District Secondary School |
| Lena Latreille (CM) | Business Services Management | Facility Services |
| Rebecca Jago (CM) | Human Resources Management | Education Centre |
| Tom Krukowski | Facility Services Management | Facility Services |
| Resources to the Joint Occupational Health and Safety Committee | | |
| Hilary Sutton | Health and Safety Officer | Facility Services |
| Ministry of Labour | Inspectors | Hamilton, Ontario |
| Joint Occupational Health and Safety Committee Recording Secretary | | |
| Amanda DePlancke | Human Resources Assistant | Education Centre |

CM = Certified Member

*Alternate Member

APPENDIX H: JOHSC and Workplace Team Training Modules

JOHSC

Part 1 and Part 2 certification training will be delivered to all JOHSC members by a Ministry of Labour (MOL) certified and approved trainer.

All Part 2 Education specific training shall include at a minimum of the following seven (7) modules: Flammables and Combustibles, Moving Machine Parts, Working at Heights Awareness, Electrical hazards, Office Biohazards, Walking and Working Surfaces and Confined Spaces.

Workplace Team

Part 1 and Part 2 certification training will be delivered to all members by a Ministry of Labour (MOL) certified and approved trainer.

All Part 2 Education specific training shall include at a minimum of the following six (6) modules: Flammables and Combustibles, Moving Machine Parts, Working at Heights Awareness, Electrical hazards, Office Biohazards and Walking and Working Surfaces.