

Queen's University Joint Health and Safety Committees Terms of Reference

Preamble

Queen's University (hereinafter referred to as the "Employer") as represented by the Department of Environmental Health & Safety is responsible for establishing and maintaining joint health and safety committees (hereinafter referred to as "Committee"), in accordance with the Occupational Health & Safety Act (OSHA), to help raise awareness of health and safety conditions in the workplace, as well as identify health and safety issues that need to be brought to the attention of the employer.

It is acknowledged that a joint health and safety committee program can only be successful if everyone is committed to the responsibilities outlines in these Terms of Reference. Therefore, all parties involved with the Committees and the University undertake to co-operate in ensuring that the Terms of Reference and the full intent of the OHSA are implemented and adhered to.

Committee Jurisdiction

- 1.1 The jurisdiction of each Committee is detailed in Appendix 1. If at any time there is a workplace, as defined by the OHSA, not covered by Appendix 1, the employer will, based on the requirement of the OHSA, determine which committee the workplace should fall under. The appendix will be revised to reflect these changes, distributed to the Co-chairs of the committee and posted on the Department of Environmental Health and Safety website.

Committee Structure

- 2.1 The Committee shall consist of members as detailed in Appendix 2, with up to half the members selected by the Employer and at least half the members selected by the Bargaining Agents/Worker Representatives of affected workers. Committee members will be selected from an area under the jurisdiction of the committee. In the event that a committee member cannot be found from the area, the Bargaining Agent/Worker Representatives can appoint a member of another area of the university. The member selected must has demonstrated experience in Occupational Health & Safety matters that is relevant to the areas in respect of which the applicable Committee will have jurisdiction. Under this circumstance, the appointment is considered to be temporary while the Bargaining Agent/Worker Representatives continue to actively search for a representative from an area under the jurisdiction of the committee.
- 2.2 Committee members will serve a term of two (2) years term that is renewable, if the members remains eligible to be on the committee.
- 2.3 There shall be two (2) Co-Chairs on the Committee. One (1) Co-Chair shall be selected

9.3 The members of the Committee representing workers will designate a certified worker member to accompany the Ministry of Labour Inspector during Ministry inspections of the workplace. The Department of Environmental Health & Safety will contact the designated member, as per Section 9.6,

workplace or of any equipment, machine, device, article, or thing. The employer will immediately comply with the direction and shall ensure that compliance is effected in a way that does not endanger a person.

- 10.5 If the certified members do not agree whether dangerous circumstances exist, either certified member may request that an MOL inspector investigate the matter and the inspector shall do so and provide the certified members with a written decision.
- 10.6 After taking steps to remedy the dangerous circumstances, the employer may request the certified members or an MOL inspector to cancel the direction.

General

- 11.1 All employees will be encouraged to discuss their occupational health and safety concerns with their immediate supervisor before bringing it to the attention of the Committee.
- 11.2 The Co-chairs of the Committee will be provided with incident reports by the Department of Environmental Health and Safety as per the Occupational Health and Safety Act.
- 11.3 The Co-chairs of the Committee will be provided with the injury statistics by the Department of Environmental Health and Safety for their area ()26T16(i-5()JTJ -0.02 Tc 0.0o)-Td ()T

11.1

Appendix 1

Queen's University
Administrative Services
Joint Health and Safety Cety Ce29.626.3(s)-29.6(i)c- /P <</S4 689.76

Smith School of Business	Goodes Hall
Strategic Procurement Services	Rideau Building
Student Academic Success Services	Stauffer Library
Student Affairs	Gordon Hall
	Geneva House
Student Community Relations Office	Mitchell Hall
Student Wellness – Counselling & Accessibility Services	LaSalle Bldg.
	Mitchell Hall
Student Wellness – Student Health Services	LaSalle Bldg.
Student Wellness – Student Health Promotions	140 Stuart Street
University Relations - Communications	Richardson Hall
University Relations – Governmental and Institutional Relations	Richardson Hall
University Research Services	Fleming Hall
University Secretariat and Legal Counsel	Mackintosh-Corry
University Ombudsman	Robert Sutherland Hall
Various	Grant Hall
VP (Research)	Richardson Hall
VP (Finance & Administration)	Richardson Hall
VP (Advancement)	Summerhill
Provost & VP (Academic)	Richardson Hall

Common Areas and Outdoor Areas in proximity to the building for the above list with the exception of Mackintosh-Corry, Robert Sutherland Hall, Stauffer Library, Dupuis Hall, JDUC

**Queen's University
Engineering and Applied Science
Joint Health and Safety Committee**

Areas to be Inspected

Department	Building
Chemical Engineering	Dupuis Hall Bioscience Complex (Chem. Eng Labs only)
Electrical & Computer Engineering	Walter Light Hall Mitchell Hall
Faculty of Engineering & Applied Science	Beamish Munro Hall Mitchell Hall Jackson Hall
Mechanical & Material Eng.	McLaughlin Hall Jackson Hall Nicol Hall Mitchell Hall
Robert M. Buchan Mining Department	Goodwin Hall Jackson Hall
Common Areas and Outdoor Areas in proximity to the building for the above list with the exception of the Biosciences Complex	

Queen's University
Arts and Science
Joint Health and Safety Committee

Areas to be Inspected

Department	Building
Agnes Etherington Art Centre	Agnes Etherington
Analytical Services	Bioscience Comple
Art Gallery	Agnes Etherington
Art Conservation	Art Conservation
Art Department	Ontario Hall
Biology	Bioscience Comple
Chemistry	Chernoff Hall
Classics	John Watson Hall

Strathy Language Unit

**Queen's University
Faculty of Education
Joint Health and Safety Committee**

Areas to be Inspected

Department	Building
Faculty of Education	McArthur Hall
Education Library & T.R.C.	McArthur Hall
School of English	McArthur Hall

Common Areas and Outdoor Areas
(including parking lots and pathways) in
proximity to the building for the above list

**Queen's University
Family Medicine
Joint Health and Safety Committee**

Areas to be Inspected

Department

Family Medicine

Building

Haynes Hall
220 Bagot Street

Common Areas and Outdoor Areas in
proximity to the building for the above list

Queen's University

Common Areas and Outdoor Areas in
proximity to the building for the above list

Committee chair accompanies the KGH and

**Queen's University
Libraries
Joint Health and Safety Committee**

Areas to be Inspected

Department	Building
Archives	Kathleen Ryan
Archives (Storage)	West Campus
Bracken Health Sciences	Botterell Hall
Engineering and Science Library	Douglas Library
Stauffer Library	Stauffer Library
W.D. Jordan Special Collections And Music Library	Douglas Library
William R. Lederman Law	Macdonald Hall
Common Areas and Outdoor Areas in proximity to the building for the above list with the exception of the McArthur and MacDonald Halls	

**Queen's University
Physical Plant Services
Joint Health and Safety Committee**

Areas to be Inspected

Department

PPS Shops

Mechanical Rooms

Electrical Vaults

Central Heating Plant

Building

Various Buildings

Various Buildings

Various Buildings

Central Heating Plant

General Outdoors Areas covered by Grounds including parking lots, walkways, sidewalks and university owned roads

**Queen's University
Residences & Housing
Joint Health and Safety Committee**

Areas to be Inspected

Department
Residence

Building
Adelaide Hall
An Clachan
Ban Righ Hall
Brant Hall
Chown Hall
David C. Smith Hall
Gordon House
Brockington Hall
Graduate Residence
Harkness Hall
Jean Royce Hall
John Orr Tower
Leggett Hall
Leon Watts Hall

Community Housing

1

Appendix 2

Committee Membership

University Administrative Services

PSAC1901 Unit 1

# Members	Representing
1	CUPE 254 – Technicians
1	QUFA – Faculty Association
	– TAs and Teaching Fellows
1	PSAC 901 Unit 2 – Post Doctoral Fellows

Athletics

# Members	Representing
1	CUPE 229 – Trades
2	USW 2010 - Staff
1	Non-Unionized Workers
4	Management

Residences & Housing

# Members	Representing
3	CUPE 229 – Trades
1	USW 2010 - Staff
1	Non-Unionized Workers
5	Management

Faculty of Arts and Science

# Members	Representing
1	CUPE 254 – Technicians
1	QUFA – Faculty Association
1	USW 2010 - Staff
1	Non-Unionized Workers
1	PSAC 901 Unit 1 – TAs and Teaching Fellows
1	PSAC 901 Unit 2 – Post Doctoral Fellows
1	USW 2010-001 – Academic Assistants
7	Management

Faculty of Engineering and Applied Science

# Members	Representing
1	CUPE 254 – Technicians
1	QUFA – Faculty Association
1	USW 2010 - Staff
1	Non-Unionized Workers
1	PSAC 901 Unit 1 – TAs and Teaching Fellows

1	PSAC 901 Unit 2 – Post Doctoral Fellows
1	USW 2010-001 – Academic Assistants

Isabel Bader Centre for the Performing Arts

# Members	Representing
1	CUPE 254 – Technicians
1	QUFA – Faculty Association
1	USW 2010 -