



SECTION: Health and Safety

POLICY: HS 09

DATE: June 2025
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HEALTH AND SAFETY COMMITTEE POLICY

PREAMBLE

Contact Brant is committed to ensuring the health and safety of all its employees. Contact Brant will abide by all provincially outlined legislation as established by the Ontario Occupational Health and Safety Act. Further, Contact Brant recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

As Contact Brant's workforce exceeds 20 or more employees, a Joint Health and Safety Committee is required to ensure the health and safety of all individuals on the premises. The committee must be composed of at least two members, based on the number of employees being between 20 - 50.

POLICY

Contact Brant will have a Joint Health and Safety Committee to ensure the health and safety of all individuals on the premises. The committee shall be composed of at least two members; at least half of the members will not exercise any managerial duties and will be chosen by the employees.

Contact Brant recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises

PROCEDURES

1. The employee member(s) of the committee shall be chosen by the rest of the employees.
2. The management representative is the Manager of Autism Services.
3. The management representative and the employee representative are the co-chairs of the committee; they will be certified and trained as per the Ontario Occupational Health and Safety Act.
 - 3.1. Time spent in training will be considered work time. Contact Brant is responsible for the costs incurred by the training program. In the event that one or both of the co-chairs leave Contact Brant, they shall be replaced and their replacement(s) trained as soon as reasonably possible.
4. The following are the powers of the committee under the OHSA:
 - Identify situations that may pose a danger or a hazard to employees;

- Provide recommendations to Contact Brant on ways to improve safety in the workplace for employees;
 - Make recommendations regarding establishing, maintaining, and monitoring any health and safety measures, procedures, or programs to Contact Brant;
 - Request and be provided information from Contact Brant about identifying potential or current hazards involving materials, processes, equipment; and examples of safe work practices and health and safety standards in similar businesses that are known to Contact Brant.
 - Be provided information by Contact Brant about any tests regarding health and safety in the workplace (could be related to equipment, chemical or physical agent, material, or biological element, etc.);
 - Be present and be consulted about any testing in the workplace, as necessary.
5. Co-chair Powers: In the event the committee does not reach a consensus, the co-chair(s) have the power to provide written recommendations to the CEO. These recommendations shall be responded to within 21 days of their receipt. The response will include when the recommendation will be implemented when Contact Brant agrees with the recommendation, and reasons why when the recommendation is disagreed with and/or not accepted.
 6. Committee Meetings: The health and safety committee will meet every three months, at a minimum. Minutes will be taken at each committee meeting and then retained in the event of an inspection or examination.
 - 6.1. Members of the committee are entitled to at least an hour to attend the quarterly meetings. Committee members are considered to be working when they are completing health and safety duties, including completing any work ahead of, or following, the meeting.
 7. Inspections: One of the members of the committee will be required to complete monthly health and safety inspections. The committee is required to establish a schedule for the completion of these inspections.
 - 7.1. When possible, it should be the certified co-chair who completes the inspection, but the co-chair is not required to complete every inspection.
 - 7.2. Contact Brant will ensure that the member completing the inspection has sufficient time to complete it. In the event that the member requires information and/or assistance in completing the inspection, they shall be provided with it.
 - 7.3. Inspections shall be kept on file.
 - 7.4. If any hazards or dangers are noted during the inspection, the committee member must inform the committee of their findings, and the committee must discuss this information as soon as reasonably possible.
 8. In the Event of a Critical Injury or Death: If a critical injury or death occurs, a member will be required to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved). Following the inspection, the member is required to present their written findings to the Chief Executive Officer and to the committee.

9. Posting Committee Members' Names: Contact Brant will post the name of the members of the committee on the Health and Safety bulletin board so that all employees are aware of who is on the committee.

10. Health and Safety Representative (HSR) Key Responsibilities:

- Identifying actual and potential workplace hazards
- Inspecting the workplace regularly
- Being consulted about and being present at the beginning of health and safety-related testing in the workplace
- Making recommendations to the employer about health and safety in the workplace
- Participating in an investigation of work refusals
- Inspecting the site of a critical injury or fatality at a workplace
- Obtaining health and safety-related information from the employer.

11. Employers have a duty under the OHSA to co-operate with the Health and Safety Representative to carry out their legislative functions. Contact Brant is required to:

- Provide any information that the HSR has the power to obtain from the employer;
- Respond to HSR recommendations in writing;
- Give the HSR copies of all written orders and reports issued by the MLTSD inspector;
- Report any workplace deaths, injuries and illnesses to the HSR;
- Pay the HSR while they are performing their HSR duties.

12. Health & Safety Coordinator Responsibilities: The Health and Safety Coordinator is the management representative (Manager of Autism Services), and must understand and comply with their specific responsibilities within the Health & Safety Program:

12.1. The Health and Safety Coordinator's tasks includes accompanying the JHSC worker representative on inspections, conducting inspections, preparing policies and reports, attending management and JHSC meetings, and reviewing the program on an annual basis to ensure their understanding and its implementation.

12.2. The Health & Safety Coordinator will possess the following qualifications:

- Ability to read and comprehend instructions and information
- Ability to communicate verbally and in writing
- Ability to write policies, procedures, and safe work practices
- Good judgement
- Completed (or in the process of completing) the Basic Certification and Part Two Certification Process, and the supplementary workplace-specific hazard training sessions.

12.3. Contact Brant reserves the right to revise the functions and duties or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological

developments).

12.4. The main responsibilities of the Health and Safety Coordinator are to manage the activities necessary to ensure the continuous improvement and sustainability of the health and safety system. These activities include, but are not limited, to the following:

- Develop and maintain an integrated health and safety system for Contact Brant;
- Assist the CEO in auditing and reviewing the health and safety system annually, to ensure that it continues to be effective;
- Assist the CEO to develop and maintain an integrated performance review system for all managers and employees, which includes a health and safety component;
- Complete a training schedule to ensure all employees have the appropriate skills and knowledge to prevent work-related injury and illness;
- Ensure that safety-related information is communicated at management meetings;
- Be responsible for ensuring that the Joint Health and Safety Committee (JHSC) is established and operating according to the legislated requirements of the Occupational Health and Safety Act (OSHA);
- Conduct a hazard and risk assessment at least annually to recognize and assess any and all health and safety-related hazards that exist at Contact Brant;
- Develop and implement standard operating procedures to minimize and control the identified health and safety hazards associated with the ongoing operations at Contact Brant;
- Review the injury and illness frequency annually to measure the effectiveness of the established integrated health and safety system at Contact Brant;
- Report all findings immediately to the CEO;
- Assist the CEO to effectively deal with any arising health and safety-related concerns or issues;
- Effectively act as an internal resource for Contact Brant for any health and safety-related matters; and,
- Keep current with health and safety-related trends, industry issues, and/or legislative changes through participation in a health and safety training program or information seminar, at least annually.

13. CEO Responsibilities:

13.1. The CEO will ensure that the Health & Safety Coordinator receives training on their legislated duties and their internal health and safety responsibilities.

13.2. The CEO will review the Health & Safety Coordinator's responsibilities on an annual basis. This evaluation will measure compliance with each health and safety responsibility.