



## **Joint Health and Safety Committee (JHSC) Representative Tracking Tool**

**Meetings Tab:** The meetings tab provides a helpful overview of key documents Health and Safety Committees should be receiving from the employer as well as some helpful reminders about the frequency of review for those same key documents.

**Resources Tab:** Essential statutory information for which members should be familiar.

Last updated: July 13, 2022

## Documents/Reports\*

[illegible]

## Maintenance Reports\*

[illegible]

## Policy/Programs\*

[illegible]

## Footnotes

\*Unless otherwise noted in these footnotes, reports should be reviewed when available. The JHSC Terms of Reference should include a timeframe for review, ideally every two years.

- 1) OHSA 9(26) Inspection Unless otherwise required by the regulations or by an order by an inspector, a member designated under subsection (23) shall inspect the physical condition of the workplace at least once a month
- 2) OHSA Sec 9(22) A committee shall maintain and keep minutes of its proceedings and make the same available for examination and review by an inspector.
- 3) OHSA Sec 12(1) Summary of information from WSIB.
- 4) Dangerous Circumstances OHSA Sec 44(1):
  - a) A provision is being contravened,
  - b) The contravention poses a danger or a hazard, and
  - c) Any delay in controlling may seriously endanger worker.
- 5) OHSA 38(1)(b) SDS to be furnished to the JHSC.
- 6) OHSA Sec 11(1) Consultation on industrial hygiene.
- 7) OHSA 11(1) Consultation on industrial hygiene testing.
- 8) O. Reg 67/93 - Ventilation Sec 19(2) Inspected every six months and file a report to the JHSC.
- 9) O. Reg 67/93 - Sterilization Machine Sec 60 - maintained on a regular basis and inspected at least once every three(3) months.
- 10) O. Reg 67/93 - Material Handling Equipment Sec 79 - inspected at least annually.
- 11) O. Reg 67/93 - Lighting Sec. 27 - Serviced and maintained at regular intervals.
- 12) O. Reg 67/93 - General Duty to Establish Measures and Procedures Sec 9(4) The Control of Infections.
- 13) O.Reg 246/22 - Emergency Codes/Plans - [*Fixing Long-Term Care Act, 2021*] Sec. 268(2) & (4) - "The licensee shall ensure that the emergency plans provide for the following:
  1. Dealing with emergencies, including, without being limited to,
    - i. outbreaks of a communicable disease, outbreaks of a disease of public health significance, epidemics and pandemics
- 14) O.Reg 246/22 - Audits Sec. 102 (7) The licensee shall ensure that the infection prevention and control lead designated under subsection (5) carries out the following responsibilities in the home:
  4. Auditing of infection prevention and control practices in the home.
- 15) OHSA Sec 32.0.1 (a)(c) - Workplace Violence Review as often as necessary, at least annually.
- 16) OHSA Sec 32.0.1 (b)(c) - Workplace Harassment Review as often as necessary, at least annually.
- 17) ONA Collective Agreements - Sec 6.05(e)(iii) of the Hospital Collective agreement and 6.06(i)(iii) & (v) of the Nursing Homes (For-Profit & Not for Profit) Collective Agreements - in each collective agreement, the employer is to provide the JHSC with copies of their pandemic plans & related risk assessments as well as inventory of personal protective equipment (PPE); there is additional language around the provision of fit test records & occupational exposures to infectious or contagious diseases in the Hospital

### **The Act and Key Sections**

[Occupational Health and Safety Act](#)

#### **Duties and Powers**

[Joint Health And Safety Committees \(Sec 9\)](#)

[Duties of Employers \(Sec 25\)](#)

[Duties of Supervisors \(Sec 27\)](#)

[Duties of Workers \(Sec 28\)](#)

[Violence and Harassment \(Sec 32.0.1\)](#)

#### **Notices**

[Sec 51 - Serious Injury or Death](#)

[Sec 52 - Accident or violence causing injury](#)

### **OHSA Key Regulations**

[Health Care and Residential Facilities, O Reg 67/93](#)

[Industrial Establishments, RRO 1990, Reg 851](#)

[Notices And Reports Under Sections 51 To 53.1 Of The  
Act — Fatalities, Critical Injuries, Occupational Illnesses  
And Other Incidents](#)

[JHSC - Exemption from Requirements, O Reg 385/96](#)

[Needle Safety, O Reg 474/07](#)

[Noise, O Reg 381/15](#)

[Occupational Health and Safety Awareness Training, O Reg 297/1](#)

[Workplace Hazardous Materials Information System 1990, Reg 860](#)

[X-ray Safety, RRO 1990, Reg 861](#)

### **Other Authorities**

[General, O.Reg 246/22 - Fixing Long-Term Care Act, 2021](#)

[ONA Central Collective Agreements](#)