

Category: Health & Safety

Subject: Joint Health and Safety Committee - Selection

Policy:

Once a worker vacancy is identified, a posting will be made to advertise to all employees the need for a new worker representative.

Procedure:**Outreach Worker Representative Vacancy**

The posting will be included in pay stubs.

Interested Individuals will be asked to contact the Supervisor who has advertised the vacancy. Individuals will be requested to attend the next JHSC meeting as a guest and at the following community staff meeting. Individuals will be asked to make a short statement to his or her peers. If necessary, a confidential vote will be held. A staff member completing their term is requested to stay on the committee until a replacement is elected.

Supportive Housing Worker Representative Vacancy

The posting will be included in pay stubs and in the Supportive Housing Projects' communication books.

Interested Individuals will be asked to contact the Supportive Housing Project Supervisor. Individuals will be requested to attend the next JHSC meeting as a guest. At the next Supportive Housing Project Staff Meeting, the individual will be asked to make a short statement to his or her peers. If necessary, a confidential vote will be held. A staff member completing their term is requested to stay on the committee until a replacement is elected.

JHSC Certification

A worker member and management member must be certified at each worksite. A worksite is a supportive housing project or head office. Community attendants are considered to be affiliated with head office worksite. ILCWR attempts to certify all committee members when funding allows.

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A certified member of the committee is someone who has received special training in occupational health and safety and has been certified by the Workplace Safety and Insurance Board. These individuals hold specific authority and responsibilities such as

- The responsibility for monthly workplace inspections when possible (monthly inspections do not have to be conducted by a certified member)
- The right to be present in the investigation of a work refusal
- Investigation of a dangerous circumstance upon receiving a complaint form another work
- Under certain circumstances the right to order the employer to stop work that is dangerous to a worker

Co-chairs

When it becomes necessary to elect Co-chairs an expression of interest will be collected from the committee. Interested parties will make a brief statement regarding why they want to be a chair. A vote will be held if necessary.

The length of office for worker members is a two year term, which may be extended as decided by the workers. The term of office for management is permanent.

In the event there are not enough members to fill the seats on the committee, ILCWR asks the management representatives to step down from their position as the number of management representatives cannot exceed the number of worker representatives.