



3.0 Components of a Health and Safety Management System

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A Health and Safety Management System involves the introduction of processes designed to decrease the incidence of injury and illness in the workplace.

The following elements are the basic components of a Health and Safety Management System which are interdependent:

3.1 Terms of Reference

Terms of Reference is a written roadmap for the JOHSC committee and contains clear and specific information on how the JOHSC is organized, what the JOHSC is achieving, who the members are, and the frequency of meetings.

Written Terms of Reference have been developed and implemented to address:

- Member selection
- General duties and responsibilities of all members
- Specific duties and responsibilities of co-chairs, secretary, members, etc.
- Procedures for the key committee functions including inspections, investigations, meetings and recommendations.

3.1.1 Joint Occupational Health & Safety Committee (JOHSC)

The purpose of the JOHSC is to work cooperatively with the employer in identifying and resolving safety and health issues.

The committee has a mandate as outlined in the Terms of Reference to advise, recommend and assist on policies that will improve the health and safety of all employees while at the University. In addition the JOHSC will monitor, review, participate in and advise on the University's Health and Safety Management System with the goal of eliminating workplace injury and illness.

See OHS website for Terms of Reference Documents.

Committee Structure:

Joint Occupational Health and Safety Committee framework:

The JOHSC is an advisory group consisting of Management and Employees working together to improve Occupational Health and Safety on the campus.

Divisions	REPRESENTATIVE	ALTERNATE
<u>Management Representatives:</u>		
Human Resources	Director	Appointed Representative
Academic Vice President Representative	Dean	Appointed Representative
Finance and Operations Representative	Director	Appointed Representative
Advancement Representative	Director	Appointed Representative
Student Experience Representative	Director	Appointed Representative
Coady Representative	Director	Appointed Representative
<u>Employee Group Representatives:</u>		
NSGEU	Elected Representative	Alternate Elected Representative
Unifor (previous CAW)	Elected Representative	Alternate Elected Representative
Non Union	Appointed Representative	Appointed Representative
AUT	Elected Representative	Alternate Elected Representative
Students Union	Elected Representative	Appointed Representative
CUPE	Elected Representative	Alternate Elected Representative
Health and Safety Advisor	Advisor	Appointed Representative
Safety & Security	Manager	Appointed Representative

3.1.2 Site/Building Occupational Health and Safety Teams

The purpose of the Site/Building Occupational Health and Safety Teams are representatives from each department working together to monitor workplace health and safety in their building. E-training as outlined for Joint Occupational Health and Safety Committee Members is recommended for Team representatives.

See OHS website for Site/Building Occupational Health and Safety Teams.

3.1.3 Departmental Occupational Health and Safety Teams

The purpose of the Departmental Occupational Health and Safety Teams are representatives within a department working together to monitor workplace health and safety in their department. E-training as outlined for Joint Occupational Health and Safety Committee Members is recommended for Team representatives.

See OHS website for Departmental Occupational Health and Safety Teams.

3.2 Incident/Concern/Complaint Response and Reporting Procedure

The purpose of an Incident/Concern/Complaint Response and Reporting Procedure is to promote health and wellness by investigating incidents, concerns and complaints in a timely matter. Employees are to report health and safety incidents, concerns and complaints to their immediate supervisor/manager who is responsible to conduct an investigation and initiate a process to address the issue. Matters that are not resolved satisfactorily at the level of the supervisor/manager are to be referred to the Joint Occupational Health and Safety Committee.

See OHS Website for Incident/Concern/Complaint Response and Reporting Procedure.

3.3 Accident Response and Reporting Procedure

Purpose of an Accident Response and Reporting Procedure is to investigate workplace accidents. Accidents are defined as any unplanned or undesired event which

- results in injury to one or more individuals
- causes property damage.

Investigating workplace accidents provides insights into immediate and/or underlying causes of accidents and prevents similar accidents in future.

See OHS Website for Accident Response and Reporting Procedure

3.4 Hazard Identification and Assessment

The purpose of Hazard Identification and Assessment serves as the foundation of a health and safety management system, and involves the identification of all jobs and tasks performed by employees, the assessment of each task for hazards, and the prioritization of the hazards based on the level of risk.

See OHS Website for Hazard Identification and Assessment.

3.5 Safe Work Procedures Development

The purpose of safe work procedure development is to capture the step-by-step instructions on how to perform a job and/or task once potential hazards have been identified either with the design or layout of the work site, or with the work process, equipment, substances or machines used to perform the job, task or procedure.

There are four main goals to consider prior to writing safe work procedures:

- The first goal is to properly identify potential hazards. Always treat the cause not the symptoms.
- The second goal is to ensure that the most effective steps are taken to manage the risks associated with the potential hazard.
- The third goal is once the potential hazard is identified, steps taken are to manage the risks associated with the hazard, that no new potential hazards have been created.
- The fourth goal is to write a safe work procedure that will protect the health and safety of the employee at all times while performing the job and/or task.

See OHS Website for Safe Work Procedures Development.

3.6 Work Place Inspections

The purpose of work site inspections is to identify, evaluate and control potential workplace hazards. Regular workplace inspections ensure a safe working environment is maintained.

Inspections are important as they allow you to:

- listen to the concerns of workers and supervisors
- gain further understanding of jobs and tasks
- identify existing and potential hazards
- determine underlying causes of hazards
- monitor hazard controls (personal protective equipment, engineering controls, policies, procedures)
- recommend corrective action.

See OHS Website for Work Place Inspections.

3.7 Emergency Response Plan Review and Liaison

The purpose of the University's Emergency Response Plan is to maximize human safety and survival, to minimize danger, to preserve university property, to restore normal working conditions, and to assure responsive communications within the university community and to the surrounding communities. The goal of emergency responses is to increase the University's capabilities to respond to hazards that threaten the campus, all the while, preventing or reducing the impact of the hazards on the campus.

The Role of the JOHSC is to make recommendations regarding the St. Francis Xavier Emergency Response Plan and assist in communicating the plan to site/building teams and departments.

See OHS Website for Emergency Response Plan Review and Liaison.

3.8 Health and Safety Program Monitoring and Evaluation

The purpose in reviewing the Occupational Health and Safety Program is to make sure the plan is up-to-date and effective. A review aids the JOHSC in identifying strengths and limitations of the Safety Program as it applies to site/building teams or within a department. Once an element and/or component of the Management System has been identified containing limitations, the JOHSC can then focus on those areas that require improvement.

See OHS Website for Health and Safety Program Monitoring and Evaluation

References:

1. Canadian Centre of Occupational Health and Safety: <http://www.ccohs.ca/>
2. Algonquin College: <http://www.algonquincollege.com/>

Manual History:

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