



Dear New Joint Health and Safety Committee Member,

Thank you for agreeing to participate as a member of the University of Toronto Joint Health and Safety Committee (JHSC).

As an employer, the University of Toronto is responsible under the Ontario Occupational Health and Safety Act (OHSA) for establishing and maintaining joint health and safety committees in the workplace. These committees, consisting of representatives of workers and management, serves to provide consultation and meaningful input from employees in matters relating to health and safety.

Our JHSC meets a minimum of 4 times per year/at least every three months. We recommend members attend all meetings or as many as their schedule will allow.

In addition to attending meetings, members will also be responsible for inspecting a select area of our applicable work area. As an employer, it is our duty to ensure that we fulfill the obligations of the OHSA. Worker members on the JHSC shall select one worker member to conduct an inspection of a given area at a time. The work area is to be inspected in its entirety each year, so the work of each JHSC member is critical to achieving this goal.

As a new JHSC member, you will receive updates on training, legislative updates, etc. from your JHSC co-chairs:

To assist you in your new role, we have included the following documents for review:

- JHSC meeting schedule (to be followed)
- JHSC fact sheet

For additional materials as well as access to the JHSC committee composition, please visit the JHSC webpage at www.ehs.utoronto.ca.

We truly appreciate your time and commitment as a JHSC member and look forward to working with you in the coming months.

Best Regards,

Management Co-Chair
Joint Health and Safety Committee

Worker Co-Chair
Joint Health and Safety Committee



Joint Health and Safety Committee Fact Sheet

The University of Toronto is committed to providing a safe and healthy workplace environment for its faculty, staff, students and visitors.

What is the Joint Health and Safety Committee (JHSC)?

The Joint Health & Safety Committee is an advisory group composed of worker and management representatives who are committed to improving health and safety in the workplace. The purpose of the committee is to help raise awareness of health and safety issues in the workplace, recognize and identify workplace hazards and make recommendations to control the hazards. The JHSC assists in providing greater protection against workplace injury and illness and is a key element of a well-functioning workplace *Internal Responsibility System*.

What is the “Internal Responsibility System”?

The Internal Responsibility System (IRS) is the underlying philosophy of the Occupational Health and Safety Act. Its foundation is that everyone in the workplace – both employees and employers – is responsible for their own safety and for the safety of co-workers.

The IRS enables people at all levels of an organization to engage with each other and continuously with each other and continuously improve workplace health and safety.



Who do the members of the JHSC represent?

Source: www.workplacesafetynorth.ca

There are two kinds of JHSC members: *worker and management representatives*. The number of management members cannot exceed the number of worker members. There are two co-chairs, one

representing workers and the other representing management. The committee members represent a diverse number of departments, building and unions on campus.

What are the main functions of the JHSC?

- Identify actual and potential hazards in the workplace
- Obtain information from the employer relating to workplace health and safety
- Inspect the workplace on a regular basis
- Be consulted about having a member representing workers be present at the beginning of any health and safety-related testing in the workplace
- Investigate serious accidents
- Recommend health and safety improvements in the workplace

How often does the JHSC meet?

The most basic function of a JHSC is to have regular meetings. The committee is required to meet four times a year/at least every three months.

Where can I find more information?

For more information, visit the JHSC webpage at www.ehs.utoronto.ca. In this section you can also find the “My JHSC” tool that allows members to view minutes, reports and individual training history. The JHSC membership list and recent meeting minutes can be found on the Health & Safety boards located at your worksite.