

**TERMS OF REFERENCE**

**FOR THE STRUCTURE AND  
FUNCTION OF**

**FIRE & RESCUE SERVICE  
JOINT HEALTH & SAFETY  
COMMITTEE**

As Agreed Between  
City of Thunder Bay, Thunder Bay Professional  
Firefighters Association, CUPE Local 87 and Non-  
Union Workers

September 2010

## **PREAMBLE**

- I. Whereas The City of Thunder Bay (City) has established a Corporate Policy to provide all employees with a healthy and safe work environment, recognizing that the Corporation, as employer, and all of its employees are jointly responsible for health and safety in the workplace.
- II. And Whereas the City is committed to encourage the participation of all workplace parties in the efforts to achieve healthy and safe workplaces across the Corporation.
- III. And Whereas the Occupational Health & Safety Act (Act) requires the establishment of Health & Safety Representatives *and/or* Joint Health & Safety Committees depending on the numbers of workers regularly employed at a workplace.
- IV. And Whereas the City and workplace parties see value in the establishment of a multi-site JHSC based on a combination of Departmental Organization and similarity of hazard exposure, for the promotion, enhancement and consistent implementation of the Internal Responsibility System.
- V. The parties hereto have agreed,
  - i. To the establishment of a multi-site Fire & Rescue Service Joint Health & Safety Committee with responsibility, in accordance with the provisions of the Act, over the health and safety matters pertaining to all workers and workplaces operating within the Fire & Rescue Service as listed in Appendix 2 & 3;
  - ii. To make a joint application to the Minister of Labour for approval of this multi-site Committee; and
  - iii. That these Terms of Reference shall provide for the composition, practice and procedure of the Committee.

## Fire & Rescue Service JHSC - Terms of Reference

### Definitions

Supervisor – A supervisor is a person who has care and control of a workplace. Within the Thunder Bay Fire & Rescue Service includes Captains, District Chiefs, Platoon Chiefs, and Directors, Deputy and Chief.

Serious – Incident where there was the potential for a critical or fatal injury.

Consensus - Consensus implies substantial agreement reached by the members of the Committee in attendance. This includes an attempt to resolve all objections. It implies much more than the concept of a simple majority, but not necessarily unanimity.

## **1. GENERAL**

- 1.1 This document describes the composition, practice and procedure developed and agreed to by the workplace parties for the operation of the multi-site Fire & Rescue Service Joint Health & Safety Committee (Committee) established in accordance with a Ministerial Order issued pursuant to Section 9(3.1) of the Act. Along with the committee, the satellite workplaces listed in Appendix 3 will have workers designated by the worker members of the committee to carry out workplace inspections and participate in the investigations of refusals at their specific workplaces per Section 9(3.2) of the Act.
- 1.2 Fire fighters regularly working within the Fire & Rescue Service are represented by the Thunder Bay Professional Fire Fighters Association (Association).
- 1.3 Administrative support workers regularly working within Fire & Rescue Service are represented by the Canadian Union of Public Employees, Local 87 (CUPE).
- 1.4 Employees regularly working in the locations listed in Fire & Rescue that are not represented by a union or trade association and are not management will be represented on the committee by someone who is elected from that group of workers.
- 1.5 All workers shall be encouraged to discuss health and safety concerns with their immediate supervisor before bringing them to the attention of the Committee, following the flow of concern set out on the Internal Responsibility System chart attached as Appendix 1.
- 1.6 This Committee shall have jurisdiction over the work sites listed in Appendix 2 & 3.
- 1.7 This document shall be reviewed annually by the Committee to determine the effectiveness of the committee and the Terms of Reference.
- 1.8 Any amendments, deletions or additions to these Terms of Reference that have the consensus agreement of all members of the Committee and approval by the Association and CUPE and non-union workers must be approved by the Ministry of Labour prior to being implemented.
- 1.9 If consensus agreement by all of the members of the Committee and approval by the Association, CUPE and non-union workers to any proposed amendments, deletions or additions to these Terms of Reference cannot be reached by the workplace parties within six (6) months of the recommendation of such change, one (1) of the workplace parties may refer the recommendation to the Minister of Labour for review and decision.

## **2. STRUCTURE OF THE COMMITTEE**

- 2.1. The Committee shall be comprised of up to eight (8) members selected as follows:
  - a. The employer shall select two (2) members who exercise managerial functions for the employer at least one (1) of whom must regularly work at the facilities under the jurisdiction of the Committee,
  - b. The Association shall select up to four (4) Worker members who regularly work at the facilities under the jurisdiction of the Committee to represent the workers who are represented by the Association;
  - c. CUPE shall select one (1) Worker member to represent workers who work regularly at Vickers Station and are represented by CUPE and;
  - d. Non-Union worker(s) who work regularly at the facilities under the jurisdiction of the Committee, may select one (1) worker member representing such Non-Union Worker(s).
- 2.2. Management and CUPE may each select a single Alternate Member who will replace a regular Member if a regular Member is unable to continue to participate in the duties of the Committee. The Association shall select (2) two Alternate Members. Alternates can carry out the tasks of a regular member if a regular member is unavailable.
- 2.3. There shall be two (2) Co-Chairs,
  - a. one chosen from amongst the Management Members by the Management Members on the Committee; and
  - b. one chosen from amongst the Worker Members by the Worker Members on the Committee.
- 2.4. The employer shall ensure that at least one (1) Management Member and a minimum of two (2) Worker Members are Certified Members at all times.
- 2.5. The employer shall provide Certified Member training for all members of the Committee.
- 2.6. To facilitate the effective operation of the Committee, all workplace parties shall be expected to serve a minimum term of two (2) years on the Committee.
- 2.7. Workers working at the satellite locations listed in Appendix 3 will be appointed as per 9(3.2) under the Act and their names will be posted in the workplace.

- 2.8. The employer shall provide the designated workers training to adequately perform the inspections and work refusals.

### **3. FUNCTIONS OF THE COMMITTEE**

- 3.1. In accordance with the Act, the functions of the Committee shall be:
- a. To identify and evaluate situations that may be a source of danger or hazard in the workplaces under the Committee's jurisdiction,
  - b. To inspect the workplaces monthly under the jurisdiction of the Committee,
  - c. To recommend to the employer equipment, practices and procedures intended to improve the health and safety of workers in the workplaces under the Committee's jurisdiction,
  - d. To recommend to the employer education and training programs intended to make all employees knowledgeable in their rights, restrictions, responsibilities and duties under the Act,
  - e. To obtain from the employer information respecting the identification of potential or existing hazards of materials, processes or equipment and respecting the health and safety experience, practices and standards in similar or other industries,
  - f. To obtain from the employer information concerning the conducting of any testing to be conducted in the workplaces under the jurisdiction of the Committee for the purpose of health and safety; and
  - g. To be consulted about and to have a designated Worker Member present at the beginning of such testing if the designated Worker Member so requires;
- 3.2 Personal information will be kept confidential by all Committee members.
- 3.3 The Management Members and Worker Members shall respectively designate one (1) member who has been trained as a Certified Member to act in that capacity in accordance with the Act, a member to act as an alternate designated Certified Member if the designated member is not available and this information shall be posted in the workplace.
- 3.4 Committee members will ascertain and exchange facts when seeking a resolution of issues and shall make every effort to resolve issues internally. The committee may consult with additional resources to assist in the resolution of any outstanding issues. Resources that may be consulted are
- a. Corporate Health and Safety Coordinators
  - b. Health and Safety Associations
  - c. Office of the Fire Marshall
  - d. Section 21 Committee.

- 3.5 Management will respond to the committee in writing within 21 calendar days regarding any written recommendations of the Committee. Responses shall include assessment of the problem, outlining who is responsible for resolving the matter, along with a timetable for implementing the recommendation(s). If the employer disagrees with any recommendation; reasons for the disagreement will be stated. The Recommendation Form approved by the Corporation shall be used to communicate written recommendations of the Committee (attached for information in Appendix).

## **4. MEETINGS OF THE COMMITTEE**

- 4.1. The Committee shall meet monthly on a regularly established schedule approved by the Committee at its first Meeting of each calendar year. Any changes to the Meeting schedule must be approved by the Co-Chairs.
- 4.2. The Co-Chairs, by mutual agreement, may schedule a special meeting of the Committee from time to time to deal with specific issues.
- 4.3. The Co-Chairs will jointly prepare an agenda for Committee Meetings and forward a copy of the agenda to all Committee members at least seven (7) days in advance of the meeting.
- 4.4. The Co-Chairs shall alternate the chair at Meetings of the Committee
- 4.5. All items raised from the agenda in meetings will be reported in the Minutes of the meeting and any items not resolved in the meeting will be placed on the agenda for the next meeting; If the issue is of immediate concern but unresolved, the Committee may refer to the Corporate Safety Division to assist in finding a reasonable interim solution.
- 4.6. The Committee will attempt to resolve issues through consensus.
- 4.7. If there is a health and safety issue that requires immediate assistance, the employer will take reasonable precautions of implementing interim measures until the issue is resolved.
- 4.8. Items unresolved by the JHSC after three (3) regular scheduled meetings may be referred to the Corporate Coordinating Committee for consideration. Persons with the knowledge and expertise required to assist in resolving the outstanding issue may be invited by the JHSC to attend the meeting to provide additional information and comment
- 4.9. Committee members shall be entitled to one (1) hour or longer as deemed necessary by the Committee to prepare for each Committee meeting.

- 4.10. For the Committee to conduct business at a meeting. the following is required:
- a. A quorum of fifty per cent plus one (1) of the members of the Committee must be present,
  - b. One (1) Co-Chair must be present,
  - c. One (1) Management Member must be present and
  - d. The number of Management Members shall not exceed the number of Worker Members.
- 4.11 A Co-Chair, with the consent of his/her counterpart, may invite any additional person(s) to attend the meeting to provide additional information and comment relating to items on the agenda. Such person shall not participate in the regular business of the meeting.
- 4.12 The employer shall ensure that minutes are taken of all meetings by a non-participating secretary and that the minutes are typed and distributed to the Co-Chairs for review and approval within seven (7) days of the meeting.
- 4.13 The Co-Chairs will review, edit and sign the minutes. The signed minutes will be distributed in accordance with the Act, any corporate procedures and to those listed in Appendix 6; and posted in each workplace.
- 4.14 It shall be the practice of the Committee that individual names shall not be used to identify anyone in the minutes other than to identify, with their consent, individuals to whom specific tasks have been assigned.

## **5. INSPECTIONS**

- 5.1. The worker members of the Committee and/or the worker designated by the worker members shall conduct regular monthly inspections of the physical condition of the workplaces (Listed in Appendices 2 & 3).
- 5.2. In the circumstance where the worker designated by the worker members of the JHSC is not available to conduct the monthly inspections at a satellite workplace (due to prolonged absence from the workplace) a worker member from the committee will conduct the inspections.
- 5.3. The Committee shall develop and maintain a workplace inspection report to be used in conducting the inspections, all items identified in the inspection shall be recorded on the inspection report.
- 5.4. Workplace Inspection Reports shall be signed by the individuals conducting the inspection and at the completion of the inspection forwarded to the Committee and the supervisor of the workplace: Inspection reports will be posted in the workplace.

- 5.5. The Supervisor shall respond to any deficiencies identified in the inspection report and the corrective action taken to remediate the deficiencies. Inspection reports shall be posted in the workplace.

## **6. INVESTIGATIONS & ACCOMPANIMENT**

- 6.1 A worker member may exercise the powers granted under the Act to inspect the place where any critical and/or fatal incident occurred and to report his or her findings to an Inspector and the Joint Health and Safety Committee, where possible this will be a Certified Worker Member.
- 6.2 Upon notification of the Co-Chairs the designated Certified Members may conduct an investigation of an incident that resulted in or could have resulted in an injury of a serious nature.
- 6.3 Notification of a fatality, critical incident or occupational illness which occurred in the workplace shall be made by the Management, or their designate, to the Committee, the Association, CUPE and the Ministry of Labour as required by the Act.
- 6.4 The committee shall be consulted on industrial hygiene testing and the strategies used in conducting the testing. A worker member of the committee is entitled to be present at the beginning of any testing in the workplace with respect to industrial hygiene if the member believes that their presence is required to ensure that valid testing procedures are used and/or that the results are valid.
- 6.5 A worker member or a worker who has been designated by the worker members of the committee will accompany a Ministry of Labour inspector while carrying out inspections or investigations of the workplace.
- 6.6 In the event of a work refusal a JHSC worker member or the worker designated by the worker members will participate in the investigation as per the requirements of the Act.
- 6.7 A certified member who receives a complaint that dangerous circumstances exist is entitled to investigate the complaint. Any certified committee member may invoke the powers of section 45 of the Act, related to a bilateral work stoppage, if they have reason to believe that a dangerous circumstance exists at a workplace.

## **7. OTHER**

## Fire & Rescue Service JHSC - Terms of Reference

- 7.1. All time spent in attendance at Committee meetings or in activities relating to the function of the Committee will be paid for at the member's appropriate rate of pay in accordance with the Act and the applicable Collective Agreement and such time spent is to be considered as time at work.

**1. Signed at Thunder Bay, this**

<b>City of Thunder Bay</b>	<b>Thunder Bay Professional Fire Fighters Association</b>	<b>Canadian Union of Public Employees, Local 87</b>	<b>Non-Union Worker</b>
<hr/> <p>Tim Commisso City Manager</p>	<hr/> <p>Eric Nordlund President</p>	<hr/> <p>Marie Dean President</p>	<hr/> <p>Desney Davidson Non-Union Worker</p>
<hr/> <p>John Hay Fire Chief</p>	<hr/> <p>Jack Doucette, Health &amp; Safety Chairperson</p>	<hr/> <p>Martin Nuttall Health &amp; Safety Chairperson</p>	

## **~ APPENDIX 1 ~**

### **The *Internal Responsibility System* and the *Flow of Concern* Process**

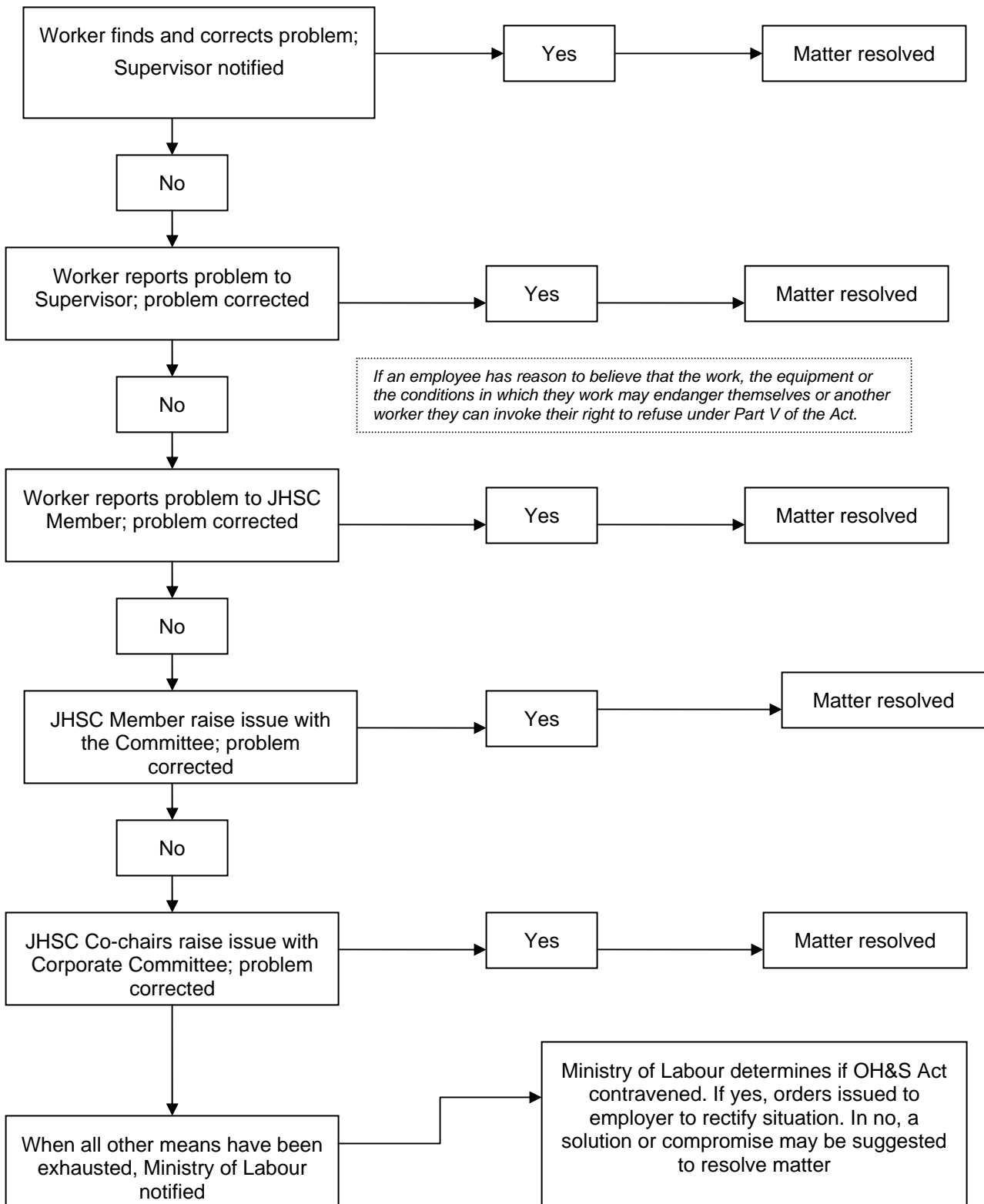
The City of Thunder Bay is vitally interested in the Health and Safety of all of its workers and makes every effort to provide a safe, healthy work environment.

As an employer, the City of Thunder Bay is ultimately responsible for worker health and safety. Managers and supervisors are accountable for the health and safety of workers under their supervision.

Every individual worker is responsible to protect his or her own health and safety by working in compliance with legislation and other requirements, such as safe work practices and procedures.

It is in the best interest of all workplace parties to consider health and safety in all daily activities and maintain a commitment to review and continuously improve safety performance and control systems. All workers are encouraged to work collaboratively together in promoting and improving health and safety at work and recognizing that it is an integral part of this organization.

# Flow of Concern



**~ APPENDIX 2 ~**

**Locations**

Location	# of workers regularly employed	Work Groups		
		Management	Union	Non-Union/Non-Mgmt
Fire & Rescue Service (Total)	210	2	207	1
Vickers Station (Fire Headquarters) 330 Vickers Street North Thunder Bay, ON Ph: 625-2912	72	2	69	1
North Central Station 60 Water Street South Thunder Bay, ON Ph: 684-2915	42	0	42	0

CUPE has 3 members at Vickers Station  
All other unionized employees within the Fire & Rescue Service belong to TBPFFA

**~ Appendix 3 ~**

## **Satellite Locations**

Satellite Location	# of workers regularly employed	Work Groups		
		Management	Union	Non-Union/Non-Mgmt
Fire & Rescue Service (Total)	210	2	207	1
Hodder Fire Station 300 Hodder Avenue Thunder Bay, ON Ph: 683-3541	16	0	16	0
Brown Fire Station 1321 Brown Street Thunder Bay, ON 473-5023	16	0	16	0
Mapleward Fire Station 3000 Government Road Thunder Bay, ON 768-0402	16	0	16	0
Neebing Fire Station 2065 20 <sup>th</sup> Side Road Thunder Bay, ON Ph: 473-4990	16	0	16	0
Junot Fire Station 20 Junot Avenue Thunder Bay, ON Ph: 768-0641	16	0	16	0
James Fire Station 501 Churchill Drive Thunder Bay, ON Ph:577-8079	16	0	16	0
Training Centre 750 Hammond Avenue Thunder Bay, ON	2		2	

**~ Appendix 4 ~**

**JHSC Recommendation Form**



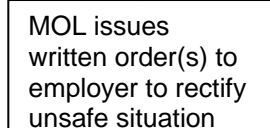
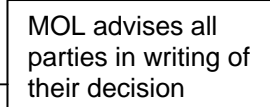
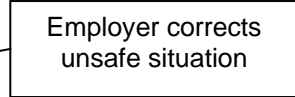
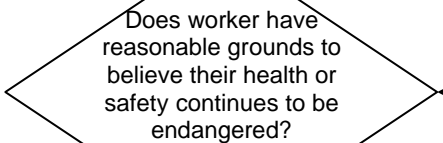
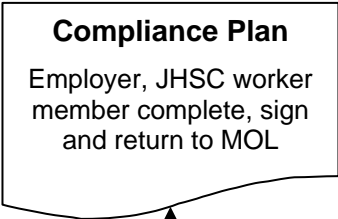
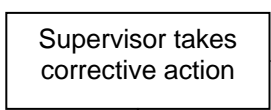
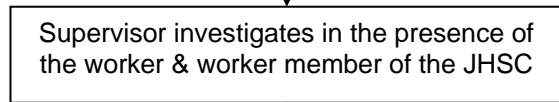
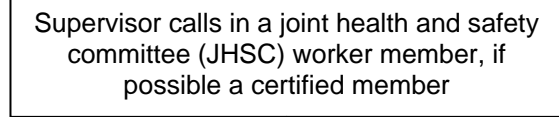
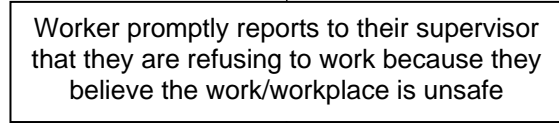
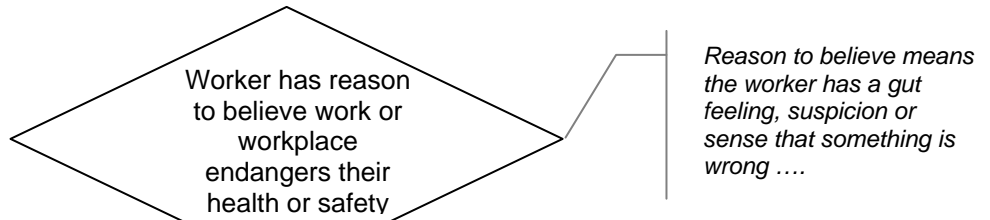
**~ Appendix 5 ~**

**Work Refusal Flow Chart**

# CTB WORK REFUSAL PROCESS

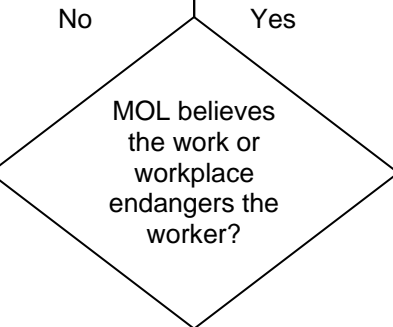
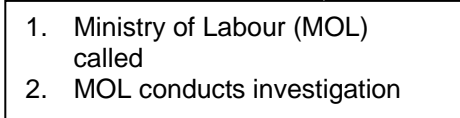
*Employees of CTB Fire, EMS, Police or Health Care Workers cannot refuse to work if: the danger is inherent in their work or a normal condition of employment; or their refusal would directly endanger the life, health or safety of another person*

*Refer to City's Work Refusal Procedure and section 43 of the Occupational Health & Safety Act*



*1. Pending an MOL investigation, another worker may be assigned the refused work, but must be advised of the refusal in the presence of a JHSC worker member*

*2. Refusing worker may be assigned reasonable alternate work or remain in a safe place*



**~ Appendix 6 ~  
Distribution List**

## Distribution List

Chief  
Deputy Chief  
Thunder Bay Professional Firefighters Association  
CUPE Local 87  
Corporate Safety Manager  
Corporate Safety Specialists  
City Manager  
All Directors  
All Fire Health & Safety Committee members  
Vickers Street Station Bulletin Board  
North Central Station Bulletin Board  
James Street Station Bulletin Board  
Brown Street Station Bulletin Board  
Neebing Station Bulletin Board  
Hodder Avenue Station Bulletin Board  
Mapleward Station Bulletin Board  
Junot Station Bulletin Board

**~ Appendix 7 ~  
Inspection Checklist**

**Thunder Bay Fire and Rescue Service  
Workplace Inspection Checklist**

(revised Mar 09)

Station: \_\_\_\_\_ Date: \_\_\_\_\_ Inspected by (print) \_\_\_\_\_

Item	Meets Standard	Needs Attention	Comments	Completed
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**WHMIS**

Are MSDS sheets available and up to date?				Completed
Is eye wash station functioning properly?				
Is eye wash station inspected monthly and signed off?				
Is personal protective equipment readily available?				
Are chemicals stored and labelled properly?				
Are there unlabeled fluids?				

**First Aid**

Is a kit available & accessible? Is the exterior clean?				Completed
Is the first aid kit inspected quarterly?				

**Fire/Emergency Procedures**

Are the fire extinguishers easily accessible and mounted properly and securely?				Completed
Are all extinguishers fully charged and operable?				
Are fire extinguishers inspected regularly? And tagged?				
Are exits clearly and properly illuminated?				

**Storage Areas**

Good housekeeping maintained, storage has proper clearances				Completed
Shelving and racks in good repair and secured to avoid tipping?				
Mould				

**SCBA**

Clean?				Completed
Properly stowed?				
Item	Meets Standard	Needs Attention	Comments	Completed

**Thunder Bay Fire and Rescue Service  
Workplace Inspection Checklist**

(revised Mar 09)

**Electrical Equipment**

All electrical equipment properly grounded, portable equipment & extension cords have a ground prong?				
Any existing ground fault circuit interrupter [GFCI] outlets function properly?				
Electrical panel boxes have doors closed & clear in front [3 ft]				
Outside electrical receptacles in good repair				
Outlets are not overloaded				
Lighting: Interior/exterior				
Cords are secured to prevent a tripping hazard				

**Other Items**

Is a copy of the OH&S Act posted and available to staff?				
"Turnout Gear not Allowed" signs posted in proper locations				
Is bunker gear clean?				
Is off duty personnel Bunker gear properly stored? [off floor]				
Is work-out equipment stored properly?				
Are fall arrest procedures required? If so are they in place? [>3.5 meters]				
Is a current list of JHSC members posted?				
Environmental Concerns [Air Quality, Mould, Odd Smells]				
General Housekeeping: inside				
General Housekeeping: outside [incl garbage storage]				
Mechanical maintenance checks up to date				
Is machinery [grinders, compressors] properly guarded?				

Station Officer (sign) \_\_\_\_\_ Print \_\_\_\_\_ Platoon: \_\_\_\_\_

Management Review \_\_\_\_\_ Date \_\_\_\_\_