

HEALTH AND SAFETY REPRESENTATIVES

PURPOSE:

Health and Safety Representatives are key to assisting ONA in achieving its beliefs that: "It is the right of all its members to work in a healthy and safe work environment. It further believes in the pursuit of the highest degree of physical, mental and social well-being of workers in all occupations. As one of the largest health care unions in the province and in the country, ONA believes it is part of its mandate to exercise a strong leadership role in achieving progressively greater gains in the field of occupational health and safety." Health and Safety Representatives are key advocates for membership in ensuring their legal rights to a safe work environment (legislative and under the collective agreement) are enforced.

ACCOUNTABILITIES:

TIER 1 ACCOUNTABILITIES

1. **Members are represented in areas of health and safety in accordance with the Constitution, the collective agreement, the *Occupational Health and Safety Act (OHSA)* and regulations.**
 - Be familiar with the provisions that empower workers under the OHSA and pertinent legislation as necessary, the Constitution and collective agreement rights.
2. **The ONA Bargaining Unit has representation on the Joint Health and Safety Committee (JHSC), in accordance with the OHSA and collective agreement, to proactively address and represent the needs of members for a safe and healthy workplace. Ensure such representatives receive payment from the employer for participation on the JHSC in accordance with the OHSA and regulations.**
 - Identify the following standing items on agenda:
 - Injuries.
 - Violence prevention.
 - Form 7s.
 - Incident reports.
 - Inspection report backs.
 - Renovation and new construction planning.
 - Other information as required.
 - In conjunction with LRO, Bargaining Unit President and occupational health and safety prime, develop written recommendations to employer and follow-up with Ministry of Labour if needed.
 - Ensure payment for committee members under OHSA for all work/meetings, prep time and inspections, and contact LRO if this is not happening.
 - Ask for confidential voice-mail box to be supplied by employer.

3. **A process is in place, through the Bargaining Unit President to the Local Executive, for representatives to identify their learning needs.**
- Identify educational needs of Health and Safety Reps and incorporate into learning needs assessment for Local executive.
 - Review rights to have “certified training” and other training paid for by employer.
4. **A process is in place to educate the members on how to reach their Health and Safety Representative.**
- Contact information of the Health and Safety Representative with extension number, e-mail address, etc.
5. **A process is in place to collect data and track trends to report to Health and Safety Rep/lead and the Bargaining Unit President with feedback loops to disseminate information back to members.**
- Connect with units, sites to identify occupational health and safety issues.
 - Educate members re rights to a healthy and safe workplace:
 - Through one-on-one contact.
 - Through rep meeting.
 - Education session.
 - Newsletter.
 - Bargaining Unit meetings.
 - Utilize the paid, mandated preparation meeting under the OHSA to liaise with other union Health and Safety Reps to educate/review ONA issues prior to committee meeting (to achieve consensus prior to meeting with employer).
 - Reporting to Bargaining Unit President/Bargaining Unit leadership team/LRO re e-scan, trends, issues and status.
 - Gather facts from Bargaining Unit leadership team, unit reps, LRO, health and safety prime. Put on agenda of committee meeting and prepare for presentation.
 - Ensure accuracy of committee minutes and ensure Bargaining Unit President or health and safety delegate gets copy.
 - Health and safety delegate sends minutes to unit reps.
6. **A process is in place to identify trends and report problem areas of the collective agreement to the Bargaining Unit President and the Negotiating Committees for proposal development in bargaining.**
- Identify potential issues for negotiations to Bargaining Unit President.
 - Provide minutes of health and safety meetings to Bargaining Unit President.

7. **There is a communication plan to keep the Bargaining Unit President, the Local Executive, Health and Safety Network (if applicable) and LRO informed on health and safety issues, with feedback loops to disseminate information back to members.**
- Present report to Bargaining Unit leadership team and Bargaining Unit meetings.
 - Inform and send occupational health and safety issues to Bargaining Unit President for inclusion in e-scan report back to Local executive.
 - Inform and send LRO health and safety highlights and unresolved issues to determine next steps.
 - Ensure employer posts minutes on the health and safety Bulletin Board and is kept current.
 - Liaise with Vice-President, Occupational Health and Safety portfolio.
 - Participate in regional Occupational Health and Safety Network as applicable.
8. **Confidentiality is maintained in accordance with ONA policies during data collection and throughout the process.**
- Maintain individual confidentiality in accordance with ONA privacy policy.

TIER 2 ACCOUNTABILITIES

9. **A process is in place for annual review by the JHSC of employer established policies and procedures that impact health and safety issues.**
- Review employer policies yearly by the Occupational Health and Safety Committee or individually, and place on agenda annually.
 - Ensure committee is involved in renovation and new construction planning, including: regular committee updates, front-line unit input prior to finalization of plans, mock-ups for front-line member review, etc.
10. **A process is in place to explore options and develop strategies to move unresolved health and safety issues forward.**
- Options include complaint to Ministry of Labour, letter to employer senior management and/or Board of Directors, grievances, Labour-Management Committee, negotiation proposals.
 - Speak to LRO/occupational health and safety prime for assistance.

TIER 3 ACCOUNTABILITIES

11. **All issues brought to the Bargaining Unit have the human rights and equity perspective applied.**
- Identify barriers in workplace that prevent equity for designated groups and determine actions that will support equity for designated groups.
12. **All health and safety files are maintained at the Bargaining Unit level in accordance with ONA Policy.**
- Maintain binder with minutes, inspections and other material related to ONA actions. Handover to incoming Rep in accordance with Constitution.

Reference Materials (Contact your Regional Vice-President for assistance in locating):

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| <p>ONA Constitution and Statement of Beliefs [ONA website » Publications & Forms » Booklets, Guides & Manuals]</p> | <p><i>Occupational Health and Safety Act</i> and regulations [e-laws.gov.on.ca]</p> |
| <p>Service Delivery Manual/Service Delivery Guidelines [ONA website » Executive Members » Forms & Reference Documents]</p> | <p><i>Workplace Safety Insurance Act</i> [e-laws.gov.on.ca]</p> |
| <p>ONA Policy Manual [ONA website » Publications & Forms » Booklets, Guides & Manuals]</p> | <p>Occupational Health and Safety: A Guide for ONA Members [ONA website » Publications & Forms » Booklets, Guides & Manuals]</p> |
| <p>Collective Agreements [ONA website » ONA Members » various sector pages]</p> | <p>Violence in the Workplace: A Guide for ONA Members [ONA website » Publications & Forms » Booklets, Guides & Manuals]</p> |
| <p>Ontario <i>Human Rights Code</i> [e-laws.gov.on.ca]</p> | <p>Human Rights and Equity: A Guide for ONA Members [ONA website » Publications & Forms » Booklets, Guides & Manuals]</p> |