



Date: November 21, 2017

Report to: Board of Directors
CityHousing Hamilton Corporation

Submitted by: Tom Hunter
Chief Executive
Officer/Secretary

Prepared by: Rochelle Desouza
Chief Financial Officer

Subject: **Joint Health and Safety Committee Report (#17033)**

RECOMMENDATION:

That Report #17033 is received for information.

A handwritten signature in blue ink that reads "Tom Hunter".

Tom Hunter
Chief Executive Officer/Secretary

EXECUTIVE SUMMARY:

This report reviews CityHousing Hamilton's (CHH) legal requirements under the Minister of Labour as it applies to Joint Health and Safety Committee (JHSC) requirements. CHH is responsible to provide a safe workplace for its workers. This includes holding at minimum four JHSC meetings per year, and conducting monthly workplace inspections in designated areas in accordance with the Act. CHH is meeting the minimum requirements in both these areas; with 14 committee members and conducting quarterly JHSC meetings. These meetings help to ensure the creation of a safer workplace by reviewing incidents/workplace inspections, and giving consideration to the elimination of possible hazards that may be in the workplace. Over the time period from January 2016 to December 31, 2016 there were 21 lost time injuries for a total of 473 days lost, at a cost of \$30,527.

BACKGROUND:

Since 2001, CHH has fallen under the City of Hamilton, Community Services Department's Joint Health and Safety Committee. CHH Corporation became autonomous from the City of Hamilton as of October 1, 2012, as per the Council approved Shareholders Directive. As a result, the Minister of Labour required CHH to create its' own Joint Health and Safety Committee (JHSC). As of November 8, 2012 the CHH - JHSC was formed and holds quarterly (one in every 3 months) meetings and conducts monthly workplace inspections.

DISCUSSION:

The Committee is an advisory body that helps to raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks, and develops recommendations for the employer to address these risks. To achieve its goal, the Committee makes written recommendations to the employer for the improvement of the health and safety of workers.

The JHSC assists in providing greater protection against workplace injury, illness, and deaths. The Committee is comprised of worker and employer representatives. This co-operative involvement helps to ensure that action is taken to identify and eliminate or mitigate workplace health and safety hazards. Joint Health and Safety Committees are a key element to a well-functioning workplace internal responsibility system.

The committee has various powers, including:

- identifying actual and potential hazards in the workplace
- obtaining information from the employer relating to health and safety in the workplace
- inspecting the workplace on a regular basis
- consulting and having a member representing workers be present at the beginning of any health and safety-related testing in the workplace
- recommending health and safety improvements in the workplace.

The guidelines that CHH is responsible to follow are:

No. of Workers	Legislative requirement
1 to 5	You are not required to have a JHSC or a Health and Safety Representative unless your workplace uses designated substances.
6 to 19	You are required to have one Health and Safety Representative who is selected by the workers they represent. If your workplace uses designated substances, you are required to have a JHSC.
20 to 49	You are required to have a JHSC. The committee must have at least two (2) members.
50 plus	You are required to have a JHSC. The committee must have at least four (4) members.

As per the legislative requirements, there are three CHH locations where on-site JHSC representatives are required (i.e. 181 Main Street West First Floor, 55 Hess Street South 23rd Floor, 350 King Street East 3rd Floor staff offices and 20 Congress- Pest Control).

All minutes and inspection reports are posted on the staff Health and Safety bulletin boards in the identified staff areas, and are updated by the committee members after each inspection and meeting. The CHH JHSC is made up of 4 management representatives and 10 worker representatives. Another function of the committee is to review all WSIB/Parklane incidents and to conduct accident investigations.

The following chart is a summary of work related incidents for 2016:

Year	2016
Number of Occurrences	21
Cost	\$30,527
Total days associated with claims	473

CONCLUSION:

CHH will continue its work on Occupational Health and Safety to meet legislative requirements and ensure a safe, secure and healthy work environment for the staff. As required, Reports will be presented and reviewed with the Board.

ALIGNMENT TO THE 2017-2021 STRATEGIC PLAN:

This report implements

Our People Our Performance

CityHousing Hamilton aims at delivering consistent and excellent service for all its residents, while searching for ways to increase efficiencies and effectiveness in how we operate. To provide the highest quality of service to our residents within current resources, we work to empower staff to deliver on our service commitments by strengthening staff competencies, standardizing operating processes, streamlining services and technology and holding staff accountable to better respond to the needs of residents.

TH/rd

Mission: We provide affordable housing that is safe, well maintained and cost effective and that supports the diverse needs of our many communities.