



**Date:** February 24, 2016

**Report to:** Board of Directors  
CityHousing Hamilton Corporation

**Submitted by:** Tom Hunter  
Chief Executive  
Officer/Secretary

**Prepared by:** Kelly Miller  
Manager,  
Asset Renewal

**Subject:** **Joint Health and Safety Committee Report (#16007)**

**RECOMMENDATION:**

That Report #16007 is received for information.

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

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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 exceeding the minimum requirements in both these areas; with 18 committee members and conducting bi-monthly 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 2013 to December 31, 2015 there were 23 lost time injuries for a total of 2,269 days lost, at a cost of \$356,162.

## **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 bi-monthly 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 four CHH locations where on-site JHSC representatives are required (i.e. 181 Main Street West First Floor, 55 Hess Street South 23<sup>rd</sup> Floor, 350 King Street East 3rd Floor staff offices and 125 Barton Ave W 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 14 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 over a three year period:

Year	2013	2014	2015	Total
<b>Number of Occurrences</b>	10	7	6	<b>23</b>
<b>Cost</b>	\$ 290,294	\$ 38,285	\$ 27,583	<b>\$ 356,162</b>
<b># of Days</b>	1397	705	168	<b>2269</b>

## **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.

## **OPERATIONAL PLAN:**

Goal 2. Maintain and Improve Building Conditions - *Ensure that the City Housing Hamilton portfolio is managed effectively and sensitively and is in a good state of repair to meet the affordable housing requirements of Hamilton residents now and in the future.*

Goal 3. Create Healthy, Secure Communities - *Ensure that Hamilton residents have access to affordable housing opportunities and support initiatives that will enhance quality-of-life, increase client empowerment and decrease dependency.*

<TH/km>