

MEMORANDUM

TO: Presidents of the following unions and associations at the University of Ottawa: APUO, APTPUO (OLBI, Faculty of Law, Toronto/Windsor), IUOE (Local 772 A and B), OSSTF, CUPE (Local 2626 and lifeguards), PIPSC and Non-Unionized Employee Association.

FROM: Michael Histed, Director, Office of Risk Management

DATE: February 28, 2020

RE: **Approval of the University of Ottawa Joint Occupational Health and Safety Committee Terms of Reference and Nomination of Representatives to the Committees**

CC: Céline Clément, Assistant Director, Health and Safety, Co-Chairs, Occupational Health and Safety Committees

We are very pleased to inform you that on December 30, 2019, the Ministry of Labour (MOL) approved the University of Ottawa Joint Occupational Health and Safety Committee terms of reference dated October 31, 2019, of which a copy is attached (Language Services is currently revising and translating).

Under subsection 9(3.1) of the *Occupational Health and Safety Act*, the Ministry of Labour is now ordering the University of Ottawa to implement the newly approved terms of reference, as agreed to by all unions, associations and management (see attached).

We will be coordinating and assisting with the establishment of the new committee structures, which will involve a number of steps. Here are the initial steps required to put into place the new structure under the recently approved terms of references:

- **Name representatives to all the occupational health and safety committees**

Each union/association must provide the names of those selected to represent them on each occupational health and safety committee, namely: the University Joint Occupational Health and Safety Committee (UJOHSC) and the five functional committees. Appendix A (attached) describes the number of representatives required from each group, union/association, and management.

Bureau de la gestion du risque
Office of Risk Management
☎ 613-562-5892
📍 139 Louis-Pasteur (265)
Ottawa ON K1N 6N5
Canada

Please provide the names of your union/association representative(s) by March 16, 2020.

- **Train committee members**

All members will be invited to take training to assist them in fulfilling their roles and responsibilities under the *Occupational Health and Safety Act*. Committee member training will be provided at two levels:

- A) Basic level: Training will be provided to all members to assist them in fulfilling their duties as committee members under the *Occupational Health and Safety Act*. This training will provide an overview of:
- the legislation
 - the roles, responsibilities, and main functions of committee members; and
 - how to recognize hazards and the types of corrective measures that can be applied.

This training will also familiarize members with the University's environment and inspection process, and provide them with an overview of uOttawa's internal practices and procedures. The training will be delivered [online](#) and in classroom sessions, and participants will have an opportunity to conduct a mock inspection.

- B) Advanced Level: According to the *Occupational Health and Safety Act*, the University's health and safety committee must have, as a minimum, one certified member representing labour and one certified member representing management on the Committee. This certification endows certified members with additional rights, along with increased awareness and knowledge of the legislative requirements. Certified members will be able to provide added support to workers, their organization, and the Ministry of labour in multiple ways. For example, normally, a certified member is involved during a critical injury investigation, work refusal, work stoppage, etc. For additional information on the role of certified members, see section 3 of the [Guide for health and safety committees and representatives](#).

Each union/association may decide to have one or more of its committee representatives certified. We encourage each union/association to have at least one certified member.

If your union has selected one or more members for certification, contact us as soon as possible so that we can make the necessary arrangements.

We look forward to working with you to help create a healthier and safer workplace. Should you have further questions, contact Céline Clément, Assistant Director, Occupational Health and Safety. Remember to send her your nominations and other communications by March 16, 2020.

Thank you for your excellent cooperation.

A handwritten signature in black ink, appearing to read "M. Histed". The signature is fluid and cursive, with a large initial "M" and a long, sweeping tail.

Michael Histed, Director
Office of Risk Management

Appendix A

Composition of the University of Ottawa Occupational Health and Safety Committees

University of Ottawa Joint Occupational Health and Safety Committee

The UJOHSC has seventeen (17) members, of whom all but one are voting members:

- the Vice-President, Resources, or his/her delegate
- the Vice-President, Research, or his/her delegate
- the Vice-President, Academic and Provost, or his/her delegate
- two (2) employees appointed by APUO
- two (2) employees appointed by APTPUO
- one (1) employee appointed by IUOE, Local 772A
- one (1) employee appointed by IUOE, Local 772B
- two (2) employees appointed by OSSTF
- two (2) members appointed by CUPE, Local 2626
- one (1) employee appointed by CUPE, lifeguards
- one (1) employee appointed by PIPSC
- one (1) employee elected or nominated and representing the Non-Unionized Employee Association (NUEA- APNS)
- JHSC Inspector (non-voting)

In addition, the following employees may attend meetings of the UJOHSC as resource persons but are not counted when determining quorum: two employees representing ORM, two employees representing deans, two employees representing directors, the Director of the Office of Human Rights and the Associate Director, Health and Wellness. Other persons may attend at the Committee's request.

Laboratory Functional Occupational Health and Safety Committee

The Laboratory Functional Occupational Health and Safety Committee will comprise specialized and technical employees from areas where scientific research, scientific experiments, or preparation for scientific experiments is taking place. This will also include all areas which support laboratories but exclude areas covered by the Alta Vista Committee, the Office Committee or the Protection and Facilities Health and Safety Committee. This committee will cover multiple areas, including those that feature X-rays, instrumentation,

chemistry, biochemistry, hazardous waste rooms, storage rooms for chemical, biological, or radioactive products, physics, animal care services, engineering, machine shops, woodworking shops, high temperature ovens, arts laboratories, autoclaves, and radiation laboratories.

The Laboratory Functional Occupational Health and Safety Committee comprises sixteen (16) members, of whom all but one are voting members:

- Two (2) employees appointed by and representing the deans or directors from faculties or services that have laboratory environments, machine shops, or industrial facilities
- Three (3) employees appointed by the APUO
- Two (2) employees appointed by the APTPUO
- Three (3) persons appointed by the CUPE, Local 2626
- One (1) employee appointed by the PIPSC
- Three (3) employees appointed by the OSSTF
- One (1) employee appointed or elected by and representing the Non-Unionized Employee Association (APNS - NUEA)
- The JHSC Inspector (non-voting)

IUOE 772A and 772B representatives will participate in this committee and will be invited when required or when their union deems it necessary. In addition, the JHSC Inspector sits on this committee as a non-voting member selected by worker members from the UJOHSC. A non-voting undergraduate student member, appointed by the UOSU, and non-voting resource employees from ORM, sit on this committee. Other resource persons may also be invited to attend at the committee's request.

The Office Functional Occupational Health and Safety Committee

This committee will cover all areas not covered by the Laboratory Committee, the Facilities/Protection Committee, and the Alta Vista Committee, namely computer laboratories, offices, classrooms, pools, common areas, kitchens, arenas, libraries, and auditoriums, among other areas.

The Office Functional Occupational Health and Safety Committee has seventeen (17) members, of whom all but one are voting members:

- Two (2) employees appointed by and representing the deans or directors from all areas

- Three (3) employees appointed by APUO
- Two (2) employees appointed by APTPUO
- Three (3) persons appointed by CUPE, Local 2626
- Two (2) employees appointed by PIPSC
- Three (3) employees appointed by OSSTF
- One (1) employee appointed or elected by the Non-Unionized Employee Association (NUEA-APNS)
- The JHSC Inspector (non-voting)

Non-voting undergraduate student members appointed by the UOSU and non-voting resource employees representing the ORM also sit on this committee. Other resource persons may also be invited to attend at the request of the committee.

The Protection and Facilities Functional Occupational Health and Safety Committee

The Protection and Facilities Functional Occupational Health and Safety Committee represents all employees employed by Facilities and all employees employed by Protection Services, regardless of their principal work locations.

The Protection and Facilities FOHSC is concerned with health and safety matters affecting the workplaces of employees working in this sector. It will also cover health and safety issues related to University of Ottawa premises that are not within a specific building, such as parking lots, underground parking, grounds, and University-owned roadways, outer building walls, as well as locations used by Protection Service or Facilities personnel that are not normally publicly accessible, such as tunnels, electrical and mechanical rooms, housekeeping areas, roofs, loading docks, confined spaces, etc. This includes the main work areas of Facilities employees (e.g. woodworking shops, specialized shops, etc.) that are not offices.

The Protection and Facilities Functional Occupational Health and Safety Committee has fourteen (14) members, of whom all but one are voting members:

- One (1) employee appointed by and representing the director of the Facilities
- One (1) employee appointed by and representing the director of Protection Services
- One (1) employee appointed by IUOE Local 772A
- One (1) employee appointed by IUOE Local 772B

- One (1) employee appointed by APUO
- One (1) employee appointed by APTPUO
- Two (2) employees appointed by OSSTF
- One (1) person appointed by CUPE, Local 2626
- One (1) person appointed by CUPE, lifeguards
- One (1) employee appointed by PIPSC
- Two (2) employees appointed or elected by the Non-Unionized Employee Association (NUEA-APNS)
- The JHSC Inspector (non-voting)

One non-voting undergraduate student member appointed by the UOSU, and non-voting resource employees representing ORM, also sit on this committee. Other resource persons may be invited to attend at the committee's request.

The Alta Vista Functional Occupational Health and Safety Committee

The Alta Vista Functional Occupational Health and Safety Committee covers all employees whose principal work location is Roger Guindon Hall or buildings on Peter Morand Crescent.

The Alta Vista FOHSC will comprise specialized and technical employees from areas where scientific research, scientific experiments, or preparation for scientific experiments, takes place, as well as office spaces, such as computer laboratories, offices, classrooms, pools, common areas, kitchens, arenas, libraries, auditoriums, etc. It will not cover areas for which the Protection and Facilities Health and Safety Committee is responsible.

The Alta Vista FOHSC comprises fifteen (15) members, of whom all but one are voting members:

- Two (2) employees appointed by and representing the deans or directors from faculties or services
- Two (2) employees appointed by the APUO
- Two (2) employees appointed by the APTPUO
- Two (2) persons appointed by the CUPE
- One (1) employee appointed by the PIPSC
- Two (2) employees appointed by the OSSTF
- One (1) employee appointed by IUOE, Local 772A
- One (1) employee appointed by IUOE, Local 772B
- One (1) employee appointed or elected by the Non-Unionized Employee Association (NUEA-APNS)
- The JHSC Inspector (non-voting)

One non-voting undergraduate student member appointed by the UOSU, and non-voting resource employees representing ORM, also sit on this committee. Other resource persons may be invited to attend at the committee's request.

The Psychological Functional Health and Safety Committee (PHSC)

The Psychological Functional Health and Safety committee's broad mandate will allow for direct member input and participation on issues concerning mental health and wellness at the University. This committee will also identify best practices on such matters for all employee groups.

The PHSC is mandated to examine and discuss the four (4) key pillars identified by senior management as vital to mental health and wellness on campus. These four pillars, and their related PHSC responsibilities, are described below.

- Awareness: of the entire community
 - Improve promotion of services and awareness of key messages
 - Improve navigation to appropriate services by community members
 - Reduce stigma and misinformation
- Mobilization: to better coordinate initiatives across campus
 - Increase engagement, buy-in and support from key community partners
 - Improve implementation and reduce gaps across campus
- Training: to better understand how to support oneself and others
 - Increase uptake and learning from workshops and training
 - Train all stakeholders on campus to play their appropriate role
- Strengthening: campus supports and services
 - Measure and evaluate the campus' services and needs
 - Coordinate advocacy, simplify access, and work to improve the services offered to the community.

PHSC meetings will be co-chaired by one union/association representative and one management representative. The PHSC will meet quarterly. It will not have decision-making authority but will be tasked to develop recommendations on mental health and wellness

issues. Additional meetings may be called if deemed necessary by the co-chairs or the members. The University will provide the administrative support to the PHSC.

The co-chairs' responsibilities will include:

- Assist in drafting the meeting agendas prior to each meeting
- Co-facilitating the meetings to ensure the agenda is covered and that attendees are given ample opportunity to participate
- Ensure that meeting minutes are kept, approved, and circulated to committee members in time for the next meeting
- Ensure that the committee members draft, review, and approve an annual report that will be sent to the University Joint Occupational Health and Safety Committee.

The following union/association representatives will sit on the PHSC:

- One (1) representative from APUO
- One (1) representative from APTPUO
- One (1) representative from CUPE (Local 2626)
- One (1) representative from OSSTF
- One (1) representative from PIPSC
- One (1) representative from CUPE (lifeguards)
- One (1) representative from 772A
- One (1) representative from 772B
- One (1) representative from Non-Unionized Employee Association (NUEA-APNS)

The following management representatives will sit on the PHSC:

- One (1) representative from the Human Rights Office
- One (1) representative from Research
- One (1) representative from Faculty Affairs
- Two (2) representatives from Human Resources
- Two (2) representatives from the Office of Risk Management
- One (1) representative representing faculties
- One (1) representative representing services