



**Waterloo Region
District School Board**

JOINT HEALTH AND SAFETY COMMITTEE (JHSC) TERMS OF REFERENCE

ABSTRACT

This 'Terms of Reference' document outlines the structure, composition and function of WRDSB's multi-workplace Joint Health and Safety Committee (JHSC).

March 27, 2017

Order under Subsection 9 (3.1)

**The Occupational Health and Safety Act
R.S.O. 1990, c.O. 1**

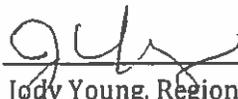
Whereas subsection 9 (3.1) of the Occupational Health and Safety Act provides that the Minister may, by order in writing, permit a constructor or an employer to establish and maintain one Joint Health & Safety Committee for more than one workplace or parts thereof, and may, in such order provide for the composition, practice and procedure of any committee so established.

And whereas Waterloo Region District School Board and the worker representatives have, in a document executed between them stated a desire to have the Joint Health & Safety Committee represent the workers, and have the Minister approve such arrangements.

NOW THEREFORE BE IT ORDERED that pursuant to subsection 9 (3.1) of the Occupational Health and Safety Act. The Waterloo Region District School Board as employer, is hereby permitted to establish and maintain the Multi-Workplace Joint Health Safety Committee to be governed as to composition, practice and procedures by the provision of the terms of reference, dated March 27, 2017 and signed by Director of Education and Coordinating Superintendent in behalf of the Employer and ten representatives in behalf of Unions/Federations/Associations and Worker Groups.

This order shall be effective as of the date of issue and is revoked by the Minister on April 24, 2022.

Dated at Hamilton this 24th day of April 2017.



Jody Young, Regional Director
Ministry of Labour

The order above is granted for the following workplaces:

(Include an appendix or list the workplaces covered by the terms of reference)

Contents

1.0	DEFINITIONS	1
2.0	PREAMBLE	3
3.0	DESCRIPTION OF THE WORKPLACES	3
4.0	COMMITTEE STRUCTURE	3
	JHSC MEMBERSHIP.....	3
	JHSC CO-CHAIRS	4
	DESIGNATED CERTIFIED MEMBERS	5
	JHSC SUB-COMMITTEES.....	5
	WORKPLACE INSPECTION TEAMS/HEALTH AND SAFETY REPRESENTATIVES	5
5.0	ROLES AND POWERS	6
	ROLE OF THE OCCUPATIONAL HEALTH AND SAFETY PROFESSIONALS	6
	ROLES AND POWERS OF JHSC MEMBERS.....	6
	ROLES AND POWERS OF WORKPLACE INSPECTION TEAMS	6
	ROLES AND POWERS OF HEALTH AND SAFETY REPRESENTATIVES	7
	ENTITLEMENTS OF THE JHSC MEMBERS	7
6.0	TRAINING	8
	JOINT HEALTH AND SAFETY COMMITTEE.....	8
	MEMBERS OF THE WIT/HEALTH AND SAFETY REPRESENTATIVES.....	9
7.0	JHSC MEETINGS	9
	MEETING AGENDA	9
	MEETING MINUTES.....	10
	MEETING ATTENDANCE/QUORUM.....	10
	DECISION MAKING	10
	WRITTEN RECOMMENDATIONS	11
	DISPUTE RESOLUTION	11
	GUESTS.....	11
8.0	WORKPLACE AUDITS AND INSPECTIONS	12
	JHSC WORKPLACE AUDITS.....	12
	WIT WORKPLACE INSPECTIONS.....	13
	MINISTRY OF LABOUR INSPECTIONS.....	13
9.0	ACCIDENT NOTIFICATION AND INVESTIGATION	14
	CRITICAL INJURIES.....	14
	REFUSAL TO WORK	14
	WORK STOPPAGE.....	15
	WORKPLACE TESTING	15
10.0	JHSC EVALUATION/EFFECTIVENESS	15
	COMMUNICATIONS	15
	CONFIDENTIALITY	16
	REFERRING ISSUES TO THE JHSC	16
	REVIEWING JHSC EFFECTIVENESS	16
	REVISION/REVIEW OF TERMS OF REFERENCE.....	17
	WITHDRAWAL OF MINISTER'S ORDER	17
11.0	SIGNATURES	18

1.0 DEFINITIONS

Auxiliary Worker is a designated worker member of a site's Workplace Inspection Team (WIT) who acts as the health and safety contact, selected by fellow site workers.

Alternate Member is someone designated by a Joint Health and Safety Committee member to attend JHSC meetings in their absence.

Beginning of testing implies the time at which testing begins; includes while equipment is being set up or affixed to a worker; ensuring the process has begun; ensuring valid testing procedures are used and conditions are representative.

Certified Member refers to a Joint Health and Safety Committee member who has successfully completed Parts 1 and 2 certification training through a Ministry of Labour approved provider.

Consensus denotes a general agreement amongst the parties involved.

Designated Certified Member(s) are the members who are designated to become solely entitled to exercise the rights and required to perform the duties under the OHS Act of a certified member. The designated certified members of the JHSC are the certified worker and management co-chairs.

Employer refers to the Waterloo Region District School Board.

Health and Safety Representative is selected by workers at the workplace who do not exercise managerial functions or by the Union/Federation/Association/Worker Group. A Health and Safety Representative shall exercise their duties as per this Terms of Reference document and the Occupational Health and Safety Act in workplaces where no site Workplace Inspection Team (WIT) exists.

Internal Responsibility System is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis.

Joint Health and Safety Committee is comprised of members as described herein.

Quorum is reached when 50% of the members representing workers and 50% of the members representing management are present.

Supervisor is a person who has charge of a workplace or authority over a worker. This includes, the board's Director of Education, Superintendents, Principal, Vice-Principal, Manager, Supervisor, and Officers.

Workplace is any land, premises, location or thing at, upon, in or near which a worker works; herein referred to as a worksite or site.

Workplace Audit Teams are comprised of JHSC members. Audit teams are tasked with performing workplace audits of all WRDSB worksites within a pre-determined schedule.

Workplace Inspection Teams are commonly comprised of school/site workers, Facility Services workers and the Principal/Manager/Supervisor as described herein. The WIT is tasked with performing regular monthly workplace inspections of the worksite and other requirements as deemed appropriate by the Joint Health and Safety Committee.

2.0 PREAMBLE

- 2.1** The Waterloo Region District School Board (herein referred to as 'WRDSB') and all of its employee groups have established a multi-site Joint Health and Safety Committee (herein referred to as the 'JHSC') as per the Occupational Health and Safety Act (herein referred to as the 'OHS Act') and have reached an understanding as to this Terms of Reference document for the composition, practice and procedure thereof.
- 2.2** The parties acknowledge that in order for the JHSC to be successful there is a commitment to fulfill their roles and responsibilities as set out in this Terms of Reference document.
- 2.3** The parties believe that, in order to promote the Internal Responsibility System at the WRDSB, the ideal forum and the most effective solution to health and safety related issues can be best resolved in a time efficient manner at each worksite. Only when a resolution cannot be found at this level should the matter be brought forth to the attention of the JHSC. Outstanding issues should be brought forward to the respective JHSC member and/or JHSC Co-chairs.

3.0 DESCRIPTION OF THE WORKPLACES

Checklist part(s) 1, 2, 3, 5

- 3.1** The following Terms of Reference document applies to all Waterloo Region District School Board administrative buildings, schools, worksites and leased spaces where board employees are regularly employed.
- 3.2** Separate appendices are provided for the following items covered by this Terms of Reference:
Appendix A: WRDSB workplace name, address, distance from Education Centre, and approximate number of staff at each site.
Appendix B: Unions/Federations/Associations/Worker Group Representatives and approximate number of workers in each group.
Appendix C: Designated substances present at WRDSB workplaces.
Appendix D: Work Refusal Process.

4.0 COMMITTEE STRUCTURE

JHSC MEMBERSHIP

Checklist part(s) 4, 6, 7

- 4.1** Members of the WRDSB JHSC shall be paid employees of the WRDSB. Where a member ceases to be an employee of the Waterloo Region District School Board, membership on the JHSC shall be terminated (OHS Act, Part II, Section 9 (10)).

4.2 The committee is comprised of an equal number of worker members and management members and shall be allocated as follows:

Worker Members	
1	Educational Assistants Association (EAA)
1	Elementary Teachers Federation of Ontario (ETFO)
1	ETFO - Waterloo Region Occasional Teachers' Local (EOT)
1	ETFO - Designated Early Childhood Educators (DECE)
1	Ontario Secondary School Teachers Federation (OSSTF) – Teacher Bargaining Unit/Occ. Teachers
1	OSSTF - Custodial and Maintenance Association (CAMA)
1	OSSTF - Education Support Staff (ESS)
1	OSSTF - Professional Student Services Personnel (PSSP)
1	OSSTF - Supervision Monitors and Cafeteria Assistants (SMACA)
1	Non-Union/Temporary Worker Representative

Management Members	
2	Manager(s) / Officer(s) / Supervisor (s)
1	Facilities Services Manager
1	Superintendent of Human Resources
1	Secondary School Principals Association (SSPA)
1	Secondary School Vice-Principal Association (SSVPA)
1	Special Education Administrator / Manager
3	Waterloo Region Elementary Administrators (WREA)

- 4.2.1 Worker members of the JHSC shall be selected by their respective Union/Federation/Association/Worker Group Representative.
- 4.2.2 Management members of the JHSC shall be selected by their respective association, employee group and/or designated by the employer.
- 4.2.3 For continuity and cost-effectiveness, all members will be asked to serve a minimum three (3)-year term on the committee and must attend Basic Certification Training. There will be no restrictions on the number of terms a member may serve.
- 4.2.4 The Union/Federation/Association/Worker Group and/or Management Group will notify the board of their representative(s) before the first meeting in September each year or upon replacing a member throughout the year.

4.3 The manager of the health and safety department is an ex officio, non-voting member. Staff members of the WRDSB health and safety department will have representation at all meetings as non-voting resources to committee members.

JHSC CO-CHAIRS

Checklist part(s) 8, 9, 17, 18

- 4.4 Two (2) of the JHSC members shall co-chair the committee, one (1) of whom shall be selected by the members who represent workers and the other of whom shall be selected by the members who exercise managerial functions.
- 4.5 The Co-chairs will be appointed in September for a minimum of a two (2) year term. Every effort will be made to alternate by year the start dates of the two (2) co-chairs so that at any given time at least one (1) Co-chair has a minimum of one (1) year experience in the role.

- 4.6 Co-chairs will alternate chairing the meeting and if one (1) Co-chair is absent, the other Co-chair will chair the meeting.

DESIGNATED CERTIFIED MEMBERS

Checklist part(s) 10, 11, 19, 20

- 4.7 The JHSC worker and management Co-chairs are the designated certified members of the JHSC for the duration of their appointment as Co-chairs. They shall perform the duties as a certified member as per the OHS Act.
- 4.8 Should the designated worker Co-chairs not be able to attend to his/her duties as a certified worker member, he/she will designate an alternate JHSC member who has completed their certification training to attend on his/her behalf. The same process will apply to the management Co-chair.

JHSC SUB-COMMITTEES

- 4.9 Sub-committees are comprised of existing JHSC members and are established/dissolved through a motion of the JHSC for the purpose of investigating specific problems, providing fact-finding, and making recommendations to the members of JHSC for their consideration.

WORKPLACE INSPECTION TEAMS/HEALTH AND SAFETY REPRESENTATIVES

Checklist part(s) 12, 13, 22

- 4.10 Each school/administrative building with twenty (20) or more workers shall establish a site Workplace Inspection Team (WIT), as a sub-group of the JHSC.
- 4.10.1 The site WIT should consist of a minimum one (1) administrator/supervisor and two (2) workers for elementary and the Education Centre and a minimum one (1) administrator and four (4) workers for secondary sites.
- 4.10.1.1 It is recommended that a member of the sites custodial staff be a member of the WIT.
- 4.10.2 Worker members may be identified on a voluntary basis or selected by the workers at the site.
- 4.10.3 One (1) worker member of each site's WIT will be designated as the site's health and safety contact known as the 'auxiliary worker'. The auxiliary worker keeps all staff in the workplace informed and promotes health and safety.
- 4.11 For WRDSB sites where fewer than twenty (20) employees are regularly employed (e.g., leased locations), one (1) worker shall be selected to be the 'Health and Safety Representative' in place of a WIT.
- 4.11.1 For WRDSB sites with fewer than twenty (20) employees regularly employed, the site Health and Safety Representative will act as the auxiliary worker.

5.0 ROLES AND POWERS

ROLE OF THE OCCUPATIONAL HEALTH AND SAFETY PROFESSIONALS

Checklist part(s) 14

- 5.1 The manager of the health and safety department is an ex officio, non-voting member.
- 5.2 Staff members of the WRDSB health and safety department will have representation at all meetings as non-voting resources to all committee members.

ROLES AND POWERS OF JHSC MEMBERS

Checklist part(s) 15, 16, 17, 18, 19, 20, 38 (item 5.3.4 below), 45 (item 5.3.1 and 5.3.5 below)

- 5.3 In addition to those listed in section 9(18) of the OHS Act, the function of the JHSC shall be to:
 - 5.3.1 obtain information from management respecting workplace hazards and other pertinent health and safety information.
 - 5.3.2 identify, evaluate and discuss health and safety matters within WRDSB workplaces and make recommendations to the employer on ways to improve workplace health and safety, as needed.
 - 5.3.3 conduct workplace audits as defined in this Terms of Reference document.
 - 5.3.4 to verify that workplace inspections are carried out on a regularly scheduled basis by the WITs.
 - 5.3.5 to review employee accident/incident information via the report provided by the health and safety department.
 - 5.3.6 to provide consultation on health and safety orientation training programs so that all employees are thoroughly knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.

ROLES AND POWERS OF WORKPLACE INSPECTION TEAMS

Checklist part(s) 17, 18 (item 5.5 below), 21, 22

- 5.4 Members of the WIT shall:
 - 5.4.1 be designated to conduct monthly inspections at their school or worksite.
 - 5.4.2 meet at the beginning of the school year to review workplace inspection resources, past inspections, work orders, minutes of the JHSC, information from the health and safety department and any site-based health and safety matters brought to the member's attention.
 - 5.4.3 designate the site 'auxiliary worker'.
 - 5.4.4 verify that updated names of the JHSC and WIT are posted on the sites Health and Safety Bulletin Board.
 - 5.4.5 verify that required postings are maintained on the site's Health and Safety Bulletin Board.

5.4.6 schedule all inspections at the beginning of the school year.

5.5 In addition to the responsibilities of the WIT, the JHSC Co-chairs may request an auxiliary worker and the Principal/Supervisor/Manager attend JHSC meetings when a particular issue related to the worksite they represent is on the agenda.

5.5.1 When the auxiliary worker/Principal/Supervisor/Manager is present at a JHSC meeting they are considered a guest and a non-voting member.

ROLES AND POWERS OF HEALTH AND SAFETY REPRESENTATIVES

Checklist part(s) 17, 18 (item 5.7 below), 21, 22

5.6 An employee designated as a Health and Safety Representative for a board site without a WIT shall:

5.6.1 promote health and safety at the site and inform the Principal/Supervisor/Manager of any health and safety related issues.

5.6.2 be designated to conduct monthly inspections at their school or worksite.

5.6.3 review workplace inspection resources, past inspections, work orders, minutes of the JHSC, information from the health and safety department and any site-based health and safety matters brought to the member's attention.

5.6.4 schedule all inspections at the beginning of the school year.

5.6.5 verify that updated names of the JHSC and WIT are posted on the site's Health and Safety Bulletin Board.

5.6.6 verify that required postings are maintained on the site's Health and Safety Bulletin Board.

5.7 In addition, the Health and Safety Representative and the Principal/Supervisor/Manager may attend JHSC meetings at the request of the JHSC Co-chairs when a particular issue related to the worksite they represent is on the agenda.

5.7.1 When the Health and Safety Representative/Principal/Supervisor/Manager is present at a JHSC meeting they are considered a guest and a non-voting member.

ENTITLEMENTS OF THE JHSC MEMBERS

Checklist part(s) 23

5.8 Whenever possible, committee meetings, audits, training and other functions undertaken by the JHSC will be scheduled during normal working hours.

5.9 When performing duties as listed in this Terms of Reference document, JHSC worker members shall be released from their workplace in order to fulfill their duties as prescribed. All absences shall be recorded under a predetermined code designated for JHSC business.

5.10 In accordance with section 9(35) of the Occupational Health and Safety Act, 1990, a JHSC worker member, who is called out to perform such legal responsibilities (work refusal, work stoppage,

critical injury, Ministry of Labour summons) outside normal working hours shall be paid at the employee's regular or premium rate as may be proper. If there is any disagreement as to the rate or amount of compensation, it shall be referred to the Superintendent, Human Resource Services, in consultation with the JHSC for resolution.

- 5.11 Travel allowance shall be paid for attendance at JHSC meetings, work refusals, critical injury investigations, presence at industrial hygiene testing, Ministry of Labour summons and site inspections.

6.0 TRAINING

JOINT HEALTH AND SAFETY COMMITTEE

Checklist part(s) 24, 25, 27

- 6.1 In addition to standard OHS awareness training, all new members of the JHSC will receive an in-house orientation training delivered by the health and safety department that will provide an introduction to the Terms of Reference document (composition of the committee, roles and responsibilities of worker/management members, co-chairs and designated certified members, certification training, workplace audits and inspections, meeting information, work refusal process, designated substances etc.) and information on how to access all resources and reference materials available to the committee.
- 6.2 The WRDSB shall ensure that all worker and management members of the JHSC are trained under the certification process outlined in the Occupational Health and Safety Act.
- 6.3 Certification training should be completed by all new members within eighteen (18) months of joining the JHSC and training costs shall be the responsibility of the WRDSB.
- 6.3.1 Part 1 and Part 2 certification training will be delivered to all JHSC members by a Ministry of Labour (MOL) certified and approved trainer.
- 6.3.2 Part 2, education specific training should be completed within six (6) months of Part 1 and shall include at least four (4) of the following modules: Ergonomics, Energy, Slips, Trips and Falls, Chemical, Workplace Violence, Machine Guarding, Fire and Explosion, Asbestos and Environmental Hazards.
- 6.3.3 The health and safety department will maintain training records of JHSC certified members and will notify JHSC members when their recertification dates are approaching, as required.
- 6.3.4 Lack of certification shall not prevent new JHSC members from participating fully in or fulfilling JHSC responsibilities.
- 6.4 New members to the JHSC shall be put in workplace audit teams with experienced, certified member(s), as mentor(s). Mentor(s) may accompany the new members on up to three (3) inspections, which shall include one (1) secondary school.

- 6.5 Information and instruction surrounding applicable health and safety topics will be provided to the JHSC through the health and safety department in consultation with the worker and management Co-chairs and the committee members.

MEMBERS OF THE WIT/HEALTH AND SAFETY REPRESENTATIVES

Checklist part(s) 26

- 6.6 Members of the WIT/Health and Safety Representatives will receive information and instruction on their roles and responsibilities communicated on the internal conference/website.
- 6.7 Training on conducting workplace inspections and hazard identification will be provided through the health and safety department in consultation with the JHSC.
- 6.8 Any additional information and instruction to the members of the WIT or Health and Safety Representatives will be provided through the health and safety department in consultation with the JHSC.

7.0 JHSC MEETINGS

MEETING SCHEDULE

Checklist part(s) 17, 18, 28

- 7.1 The JHSC shall meet monthly, excluding July and August. Co-chair meetings are scheduled in advance of the meeting to set the agenda. Additional meetings or cancellations will be upon the approval of the Co-chairs at the regularly scheduled Co-chair meeting. JHSC and Co-chair meeting dates will be distributed to the members by the first scheduled meeting of the school year.

MEETING AGENDA

Checklist part(s) 17, 18, 29

- 7.2 JHSC members shall make every effort to submit all agenda items in writing by two (2) working days prior to the scheduled JHSC Co-chair meeting.
- 7.2.1 Site-based agenda items raised at the meeting that have not followed the Internal Responsibility System will not be accepted unless the Co-chairs agree that it is appropriate for it to be brought forward (see sections 10.4-10.6 '*Referring Issues to the JHSC*').
- 7.3 One (1) week in advance of the JHSC meeting, the Co-chairs will draft a meeting agenda in consultation with the health and safety department. The health and safety department shall distribute the final copy of the agenda to all members in advance of the meeting. Every effort will be made to have the agenda available two (2) business days prior to the meeting.

- 7.4 All items that are resolved or not will be reported in the minutes. Unresolved items will be tabled and placed on the agenda for the next meeting or a designated upcoming meeting as approved by the JHSC members.
- 7.5 In the case where a JHSC member has tabled an item on the agenda and is not present at the meeting; that item shall be deferred until the next meeting when he/she is present unless an alternate member has been identified to bring the item forward.

MEETING MINUTES

Checklist part(s) 17, 18, 30

- 7.6 The health and safety department will arrange for a recording secretary to take, type, and circulate the JHSC meeting minutes. Minutes should contain a summary of all items reported in the agenda and discussed at the meeting. Minutes will be reviewed by the Co-chairs at their regularly scheduled Co-chair meeting prior to being brought forth to the JHSC.
- 7.7 Prior to distribution to the Board community, minutes shall be reviewed and approved by the JHSC. Electronic copies will be made available on the applicable internal conferences/website for all committee members, WITs, Health and Safety Representatives, Principals/Managers/Supervisors and Unions/Federations/Associations/Worker Group Representatives and other Board staff to view, print and post.
- 7.8 A copy of the minutes will be retained as per the WRDSB's record retention process, and at a minimum of 5 years.

MEETING ATTENDANCE/QUORUM

Checklist part(s) 17, 18, 22 (item 7.11 below), 31

- 7.9 Quorum is not necessary for regularly scheduled meetings. Quorum (50% of the members representing workers and 50% of the members representing management) must occur when motions for written recommendations are to be introduced and approved and when consensus cannot be reached. Management representatives cannot outnumber worker representatives.
- 7.10 One (1) Co-chair must be present in order to conduct business. If one (1) Co-chair is absent, the other Co-chair will chair the meeting.
- 7.11 A JHSC member may assign an alternate to attend the JHSC meeting in their place if the member is unable to attend. Notice of the alternate shall be sent to the Co-chairs in advance of the meeting. It is recommended that the alternate have some health and safety experience such as a member of a WIT.

DECISION MAKING

Checklist part(s) 32

- 7.12 Every effort will be made to resolve all issues brought forward on the agenda and to make

decisions based on consensus rather than by voting.

WRITTEN RECOMMENDATIONS

Checklist part(s) 17, 18, 32, 33 (item 7.14 below)

7.13 Formal motions in the form of a written recommendation from the JHSC will be printed separately from the JHSC minutes, signed by JHSC Co-chairs and sent through the Superintendent, Human Resource Services to the Director of Education.

7.13.1 If the committee fails to reach consensus about making recommendations after attempting to do so in good faith, either co-chair of the committee has the power to make the written recommendation.

7.14 The employer shall respond within twenty one (21) days. The written response shall indicate the employer's assessment of the JHSC's recommendation and specify what action will, or will not (with explanations) be implemented as a result of the recommendations. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

DISPUTE RESOLUTION

Checklist part(s) 17, 18, 34

7.15 Where a dispute arises between worker and management member's every effort will be made, by the JHSC Co-chairs and the manager of the health and safety department as the ex-officio, to resolve the issue internally.

7.16 In the event that consensus cannot be reached and/or an item remains unresolved after discussion at two (2) regularly scheduled meetings or as decided by the Co-chairs, a decision will be made based on a majority vote by all JHSC members present. Quorum must be maintained for a vote to occur.

GUESTS

Checklist part(s) 17, 18, 35

7.17 A Co-chair may, with the approval and consent of his/her counterpart, invite any additional person(s) to attend the meeting and provide information and comment, but they shall not participate in the regular business of the meeting.

7.18 Board staff and external guests may be invited to attend meetings through the health and safety department, with prior notification to the Co-chairs.

8.0 WORKPLACE AUDITS AND INSPECTIONS

JHSC WORKPLACE AUDITS

Checklist part(s) 15, 16, 36, 37, 38

- 8.1** Worker and management members of the JHSC shall conduct a health and safety audit of each site within the district once every five (5) years for elementary schools, secondary schools, administrative buildings, and other WRDSB locations.
- 8.2** In September of each year, JHSC members within their respective groups/teams, shall make arrangements for the scheduling of the audits. The audit schedule may be adjusted by the JHSC at any time. All scheduled audits shall be completed by the end of June.
- 8.3** Small to mid-sized facilities (elementary schools) should be audited within half a day. Large facilities (secondary schools) should be audited within one day.
 - 8.3.1** Notwithstanding the above, if any JHSC audit team requires additional time to complete the audit they shall contact the health and safety department in advance with an explanation for the additional time required.
- 8.4** A designated member of the JHSC audit team will contact the site's Principal/Supervisor/Manager to make arrangements ahead of the audit. Every effort should be made to coincide the timing of the audit with the site's monthly inspection by the WIT.
 - 8.4.1** Where a JHSC audit coincides with the scheduled WIT inspection, the JHSC audit may be considered the inspection for the month.
- 8.5** Audits shall be carried out by the designated JHSC audit team consisting of JHSC worker and management members.
 - 8.5.1** Every effort should be made to ensure that the site's Principal/Supervisor/Manager and an auxiliary member, a worker member of the WIT or Health and Safety Representative is present to participate in the JHSC audit.
- 8.6** JHSC members will record items identified during the audit on the JHSC Audit Report Form. Once the audit is complete, a copy of the report form will be provided to the Principal/Supervisor/Manager for completion and the health and safety department for record-keeping.
 - 8.6.1** It is the responsibility of the Principal/Supervisor/Manager to initiate and where possible remediate/correct all items on the report within thirty days (30) days of the audit.
 - 8.6.2** Once the form has been completed (all items remediated and work order numbers included, as applicable), a signed copy of the completed report form shall be sent by the Principal/Supervisor/Manager to the health and safety department.
- 8.7** A copy of the completed JHSC Audit Report Form is to be posted:
 - 8.7.1** on the site's Health and Safety Bulletin Board for a period of one (1) year.

- 8.7.2 electronically for the JHSC member's to review.

WIT WORKPLACE INSPECTIONS

Checklist part(s) 36, 37, 38

- 8.8 Designated WIT members shall be afforded time during their regular work day to perform monthly workplace inspections as per this Terms of Reference document and the Board's procedure for monthly workplace inspections.
 - 8.8.1 All Board sites will be inspected monthly.
- 8.9 WIT members will record items identified during the inspection on the Inspection Report Form. Once the inspection is complete, a copy of the report form will be provided to the Principal/Supervisor/Manager for completion.
 - 8.9.1 It is the responsibility of the Principal/Supervisor/Manager to initiate and where possible remediate/correct all items on the report within a reasonable time based on the nature of the hazard.
 - 8.9.2 Once the form has been completed (all items remediated and work order numbers included, as applicable), a signed copy of the completed report form shall be sent by the Principal/Supervisor/Manager to the health and safety department.
- 8.10 A copy of the completed Workplace Inspection Form is to be posted:
 - 8.10.1 on the site's Health and Safety Bulletin Board for a period of one (1) year.
 - 8.10.2 electronically for the JHSC member's to review.

MINISTRY OF LABOUR INSPECTIONS

Checklist part(s) 17, 18, 45 (item 8.14 below)

- 8.11 When a Ministry of Labour (MOL) Inspector arrives at a site, the Principal/Supervisor/Manager shall make every effort to make available the auxiliary worker, a worker member of the WIT or the Health and Safety Representative to accompany the Principal/Manager/Supervisor and the inspector during the inspection.
- 8.12 Upon notice of the Ministry of Labour Inspector's arrival, the Principal/Supervisor/Manager shall notify the health and safety department who will inform the JHSC Co-chairs. The Co-chairs may choose to participate in the inspection or may assign an alternate certified worker member within the JHSC to attend on his/her behalf. The Co-chairs shall notify the health and safety department if they are attending or sending a designate.
- 8.13 The Principal/Supervisor/Manager is responsible for ensuring that a copy of all Ministry of Labour reports are posted on the site's Health and Safety Bulletin Board for a period of twenty-one (21) days and a copy forwarded to the health and safety department within twenty-four (24) hours of receiving document(s).
- 8.14 The health and safety department will ensure the report is shared with the JHSC

electronically.

9.0 ACCIDENT NOTIFICATION AND INVESTIGATION

Checklist part(s) 39, 41, 45

- 9.1 Principals/Supervisors/Manager shall immediately advise the health and safety department of all critical injuries, safety related work refusals and work stoppages resulting from dangerous circumstances.
- 9.2 If a person is disabled from performing his or her usual work (lost time) or requires medical attention because of an accident (healthcare), the employer will give written notice of the occurrence to the Union/Federation/Association/Worker Group Representative representing the worker within four (4) days of the occurrence as per established board procedures.
- 9.3 Where advised by a worker or notified on behalf of a worker, that the worker has an occupational illness or that a claim in respect to an occupational illness has been filed with the Workplace Safety and Insurance Board, the employer shall give notice in writing to the committee and to the Union/Federation/Association/Worker Group Representative representing the worker within four (4) days of being so advised.

CRITICAL INJURIES

Checklist part(s) 15, 16, 17, 18, 19, 20, 39, 40, 41

- 9.4 Where a person is killed or critically injured, the employer shall immediately notify a Ministry of Labour inspector, the JHSC certified worker and management Co-chairs and the JHSC Union/Federation/Association/Worker Group Representative worker member representing the injured worker as per established board procedures.
- 9.5 The certified worker Co-chair or designate, the Principal/Supervisor/Manager in consultation with the health and safety department will investigate critical injuries and fatalities.
- 9.6 Where applicable, the health and safety department shall be responsible for overseeing that the requirements prescribed in all relevant section 51 and 52 of the Occupational Health and Safety Act and sections 5 and 6 of the Regulations for Industrial Establishments are carried out.

REFUSAL TO WORK

Checklist part(s) 15, 16, 17, 18, 19, 20, 42

- 9.7 The process outlined in section 43 of the OHS Act shall be followed for enacting a work refusal (Appendix D).
- 9.8 Upon learning that a worker refuses work because they believe that they are likely to endanger

themselves or another worker, the health and safety department will contact the certified worker Co-chair, or designate to participate in an investigation with the Principal/Manager/Supervisor. The investigation will begin forthwith as set out in section 43 of the OHS Act.

- 9.9 Should the certified worker Co-chair be delayed or unable to attend a site, the worker Co-chair shall request the attendance of the JHSC certified member of the appropriate Union/Federation/Association/Worker Group Representative certified member as the 'designated worker'. The worker Co-chair shall notify the health and safety department of the member attending on behalf of the workers.
- 9.10 The health and safety department shall notify the Union/Federation/Association/Worker Group Representative representing the worker of the work refusal before the investigation.

WORK STOPPAGE

Checklist part(s) 15, 19, 21, 43

- 9.11 Where a JHSC certified worker member believes that a dangerous circumstance exists in the workplace that has not been resolved by the Principal/Supervisor/Manager, the JHSC worker certified member will immediately contact the health and safety department who will contact the certified worker Co-chair (or designate) to initiate an investigation in the presence of the first certified member and health and safety department. The investigation will continue as outlined in sections 45 of the OHS Act.

WORKPLACE TESTING

Checklist part(s) 15, 16, 17, 18, 19, 20, 21, 44, 45

- 9.12 The certified worker and management Co-chair(s) or designate(s) shall be consulted concerning proposed workplace testing strategies related to occupational hygiene and other such testing outlined in section 9 (18) (e) of the OHS Act.
- 9.12.1 The certified worker Co-chair or designate is entitled to be present at the beginning of such testing.
- 9.13 Industrial Hygiene Testing procedures and protocols shall be provided to the certified member in attendance (sections 11(1), (2) of the OHS Act).

10.0 JHSC EVALUATION/EFFECTIVENESS

COMMUNICATIONS

Checklist part(s) 45, 46

- 10.1 All communications and documentation shared with the JHSC will, at a minimum, be done electronically through the designated JHSC internal member only conference/website.

- 10.2** Co-chairs and certified members shall provide the health and safety department with emergency contact information in the event they need to be contacted to fulfil the obligations outlined in the OHS Act and these terms.
- 10.3** In emergency situations the health and safety department will make every effort to keep the co-chairs informed. Alike all Board employees the JHSC members have access to the Board website for emergency information.

CONFIDENTIALITY

Checklist part(s) 47

- 10.4** Except as required by law, no JHSC member shall disclose or communicate any confidential information, report, worker personal information or result of any testing acquired through serving as a JHSC member.

REFERRING ISSUES TO THE JHSC (*supporting the Internal Responsibility System*)

Checklist part(s) 46

- 10.5** As per the OHS Act and supporting Section 2.3 of this Terms of Reference document, employees should discuss workplace health and safety concerns with their immediate Supervisor first.
- 10.6** Supervisors shall acknowledge and take appropriate actions to remediate/correct a concern within a reasonable amount of time according to the severity or urgency of the concern reported. Supervisors shall respond to all concerns within twenty-one (21) days. The Supervisor will also communicate updates on progress of actions to the worker who reported the concern.
- 10.7** Unresolved occupational health and safety concerns reported to a JHSC member from a worker that have followed the Internal Responsibility System shall be submitted to the Co-chairs and/or the health and safety department. Concerns will be discussed and/or brought to the next available JHSC Co-chair meeting.

REVIEWING JHSC EFFECTIVENESS

Checklist part(s) 47

- 10.8** During the first scheduled meeting of the JHSC of each school year, a review of the committee and member's responsibilities and confidentiality will be added as an item to the agenda for discussion. Every three (3) years, during the April meeting the JHSC Co-chairs will initiate a review of the committee's effectiveness as an agenda item. The results will be brought back to the committee by the third JHSC meeting of the next school year.
- 10.9** Concerns or suggestions regarding the effectiveness of the JHSC can be submitted at any time to the Co-chairs.

REVISION/REVIEW OF TERMS OF REFERENCE

Checklist part(s) 45 (item 10.12 below), 48, 49, 50, 51 (item 10.12 below)

- 10.10 This Terms of Reference document will be reviewed annually by the third JHSC meeting of the school year.
- 10.11 Upon review, should any signatory party to the agreement deem it necessary that this Terms of Reference document be revised; a revision process shall be undertaken between worker and management representatives concluding by April of the current year. A signed copy of this Terms of Reference document with new or changed sections clearly identified shall be submitted to the Ministry of Labour for approval, as required.
- 10.12 An approved copy of the WRDSB JHSC Terms of Reference document and Minister's Letter (order under section 9(3.1)) must be maintained at all WRDSB workplaces and made available for review by a Ministry of Labour Inspector.
 - 10.12.1 Sites should make sure the JHSC Terms of Reference document and Minister's Letter is posted on their Health and Safety Bulletin Board.
 - 10.12.2 An electronic copy of the approval and JHSC Terms of Reference document will be made available electronically for members of the JHSC to access.

WITHDRAWAL OF MINISTER'S ORDER

Checklist part(s) 52

- 10.13 The Minister has the right to withdraw the agreement for a multi-workplace JHSC without consultation with the workplace parties.
- 10.14 Any workplace party may request that the existing order allowing for the multi-site JHSC be rescinded by writing to the Regional Director. The Regional Director may contact workplace parties to discuss the rescinding of the Minister's Order.
- 10.15 An inspector or other ministry representative with concerns about the functioning of the multi-site JHSC may also recommend that the Regional Director review the Minister's Order.

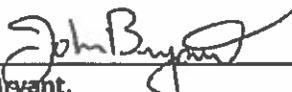
11.0 SIGNATURES

Checklist part(s) 50

We, the undersigned, have read and accept the JHSC Terms of Reference document as written, dated

March 27, 2017

Signatures on behalf of the Employer:



John Bryant,
Director of Education,
Waterloo Region District School Board



Michael R. Weinert,
Coordinating Superintendent, Human Resource Services
Waterloo Region District School Board

Signatures on behalf of the Unions/Federations/Associations/Work Groups:



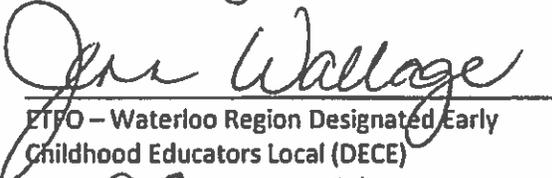
Educational Assistants Association (EAA)



Elementary Teachers Federation of Ontario (ETFO)



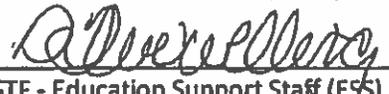
ETFO - Waterloo Region Occasional Teachers'
Local (EOT)



ETFO - Waterloo Region Designated Early
Childhood Educators Local (DECE)



Ontario Secondary School Teachers Federation
(OSSTF)



OSSTF - Education Support Staff (ESS)



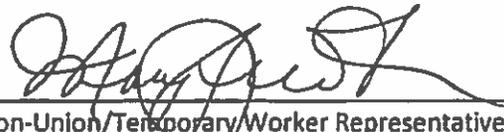
OSSTF - Custodial and Maintenance Association
(CAMA)



OSSTF - Professional Student Services Personnel
(PSSP)



OSSTF - Supervision Monitors and Cafeteria
Assistants (SMACA)



Non-Union/Temporary/Worker Representative



**Waterloo Region
District School Board**

JOINT HEALTH AND SAFETY COMMITTEE (JHSC) TERMS OF REFERENCE - APPENDICES

APPENDIX A: WRDSB Workplaces and Distance/Proximity from the Education Centre

Checklist part(s) 2

ELEMENTARY SCHOOLS	ADDRESS	CITY	POSTAL CODE	DISTANCE FROM ED CENTRE (KM)	APPROX # of Staff
Abraham Erb PS	710 Laurelwood Dr.	Waterloo	N2V 2V3	14.60	73
Alpine PS	75 Lucerne Dr.	Kitchener	N2E 1B4	2.80	34
AR Kaufman PS	11 Chopin Dr.	Kitchener	N2M 2G3	6.00	55
Avenue Road PS	40 Gall St.	Cambridge	N1R 4M2	20.40	52
Ayr PS	105 Hall St.	Ayr	N0B 1E0	20.20	29
Baden PS	155 Livingston Blvd.	Baden	N3A 4M6	18.50	64
Blair Road PS	85 Sunset Blvd.	Cambridge	N1S 1A9	15.50	35
Breslau PS	58 Joseph St.	Breslau	N0B 1M0	12.90	72
Bridgeport PS	59 Bridge St. W.	Kitchener	N2K 1K6	12.90	48
Brigadoon PS	415 Caryndale Dr.	Kitchener	N2R 1J7	7.20	51
Cedar Creek PS	55 Hilltop Dr.	Ayr	N0B 1E0	21.70	46
Cedarbrae PS	230 Cedarbrae Ave.	Waterloo	N2L 4S7	17.30	37
Centennial PS – Waterloo	141 Amos Ave.	Waterloo	N2L 2W8	10.00	36
Centennial PS - Cambridge	100 Weaver Ave.	Cambridge	N3C 1W4	17.80	29
Central PS	175 East Main St.	Cambridge	N1R 1W5	18.00	33
Chalmers Street PS	35 Chalmers St. S.	Cambridge	N1R 5B4	19.90	51
Chicopee Hills PS	800 Fairway Rd. N.	Kitchener	N2A	8.90	-
Clemens Mill PS	335 Saginaw Parkway	Cambridge	N1T 1R6	20.50	70
Conestogo PS	1948 Sawmill Rd.	Conestogo	N0B 1N0	19.10	33
Coronation PS	757 Concession Rd.	Cambridge	N3H 4L1	18.30	51
Country Hills PS	195 Country Hills Dr.	Kitchener	N2E 2G7	2.40	41
Courtland Avenue Senior PS	107 Courtland Ave. E.	Kitchener	N2G 2T9	3.80	29
Crestview PS	153 Montcalm Dr.	Kitchener	N2B 2R6	7.10	53
Doon PS	1401 Doon Village Rd.	Kitchener	N2P 1A8	7.50	43
Driftwood Park PS	50 Parkland Cres.	Kitchener	N2N 1S4	7.20	52
Edna Staebler PS	450 Bernay Dr.	Waterloo	N2T 3A3	11.90	71
Elgin Street PS	685 Elgin St. N.	Cambridge	N1R 7W6	21.10	50
Elizabeth Zeigler PS	90 Moore Ave. S.	Waterloo	N2J 1X2	7.90	58
Empire PS	83 Empire St.	Waterloo	N2L 2M1	7.80	61
Floradale PS	35 Florapine Rd.	Elmira	N3B 2Z1	32.90	26
Forest Glen PS	437 Waterloo St.	New Hamburg	N3A 1S9	22.20	53
Forest Hill PS	255 Westmount Rd. E.	Kitchener	N2M 4Z2	3.90	61
Franklin PS	371 Franklin St. N.	Kitchener	N2A 1Y9	6.40	68

Joint Health and Safety Committee - Terms of Reference – Appendices

ELEMENTARY SCHOOLS	ADDRESS	CITY	POSTAL CODE	DISTANCE FROM ED CENTRE (KM)	# of Staff
Glencairn PS	664 Erinbrook Dr.	Kitchener	N2E 2R1	3.50	61
Grandview PS – Cambridge	1144 Hamilton St.	Cambridge	N3H 3G2	14.20	42
Grandview PS- New Hamburg	341 Huron St.	New Hamburg	N0B 2G0	22.20	21
Groh PS	225 Thomas Slee Drive	Kitchener	N2P 2N3	8.90	-
Hespeler PS	300 Winston Blvd.	Cambridge	N3C 3J6	16.30	92
Highland PS	125 Salisbury Ave.	Cambridge	N1S 1J8	18.10	55
Hillcrest PS	31 Renwick Ave.	Cambridge	N3C 2T5	19.40	29
Howard Robertson PS	130 Morgan Ave.	Kitchener	N2A 2M5	5.30	56
Jean Steckle PS	130 Woodbine Ave.	Kitchener	N2R 1X9	7.50	81
JF Carmichael PS	80 Patricia Ave.	Kitchener	N2M 1J3	4.40	54
John Darling PS	200 Rolling Meadows Dr.	Kitchener	N2N 2W7	8.00	36
John Mahood Junior PS	5 First St. W.	Elmira	N3B 1G1	26.10	50
JW Gerth PS	171 Apple Ridge Dr.	Kitchener	N2P 0A1	7.00	71
Keatsway PS	323 Keats Way Dr.	Waterloo	N2L 5V9	9.60	45
King Edward PS	709 King St. W.	Kitchener	N2G 1E3	6.20	46
Lackner Woods PS	151 Zeller Dr.	Kitchener	N2A 4H4	8.80	65
Laurelwood PS	460 Brentcliffe Dr.	Waterloo	N2T 2R5	12.60	67
Laurentian Senior PS	777 Westmount Rd. E.	Kitchener	N2E 1J2	3.70	40
Lester B Pearson PS	520 Chesapeake Dr.	Waterloo	N2K 4G5	14.70	69
Lexington PS	431 Forestlawn Rd.	Waterloo	N2K 2J5	13.70	32
Lincoln Heights PS	270 Quickfall Dr.	Waterloo	N2J 3S9	12.60	49
Linwood District PS	50 Pine St.	Linwood	N0B 2A0	37.50	42
MacGregor Senior PS	32 Central St.	Waterloo	N2L 3A6	13.70	34
Mackenzie King PS	51 Natchez Rd.	Kitchener	N2B 3A7	9.50	32
Manchester PS	455 Dundas St.	Cambridge	N1R 5R5	20.50	46
Margaret Ave Senior PS	325 Louisa St.	Kitchener	N2H 5N1	6.50	28
Mary Johnston PS	475 Brynhurst Blvd.	Waterloo	N2T 2C6	11.20	48
Meadowlane PS	236 Forestwood Dr.	Kitchener	N2N 1C1	6.00	30
Millen Woods PS	640 New Hampshire St.	Waterloo	N2K 0A5	15.60	35
Moffat Creek PS	710 Myers Rd.	Cambridge	N1P 0A8	26.20	72
NA MacEachern PS	580 Rolling Hills Dr.	Waterloo	N2L 4Z9	17.70	36
New Dundee PS	1430 Bridge St.	New Dundee	N0B 2E0	14.90	23
Northlake Woods PS	500 Northlake Dr.	Waterloo	N2V 2A4	18.20	52
Park Manor Senior PS	18 Mockingbird Dr.	Elmira	N3B 1T1	26.00	18
Parkway PS	436 Preston Parkway	Cambridge	N3H 5C7	12.20	27
Pioneer Park PS	55 Upper Canada Dr.	Kitchener	N2P 1G2	5.10	43
Preston PS	210 Westminster Dr. N.	Cambridge	N3H 5C8	13.60	32
Preuter PS	40 Prueter Ave.	Kitchener	N2H 6G6	10.60	41
Queen Elizabeth PS	191 Hoffman St.	Kitchener	N2M 3N2	2.20	43

ELEMENTARY SCHOOLS	ADDRESS	CITY	POSTAL CODE	DISTANCE FROM ED CENTRE (KM)	# of Staff
Queensmount Senior PS	21 Westmount Rd. W.	Kitchener	N2M 1R6	4.50	40
Riverside PS	250 William St.	Elmira	N3C 0B9	27.10	46
Rockway PS	70 Vanier Dr.	Kitchener	N2C 1J5	1.80	32
Rosemount PS	80 Burlington Dr.	Kitchener	N2B 1T5	8.90	55
Ryerson PS	749 Grand Valley Dr.	Cambridge	N3H 2S3	15.80	59
Saginaw PS	740 Saginaw Parkway	Cambridge	N1T 1V6	22.80	49
Sandhills PS	1250 Victoria St. S.	Kitchener	N2N 3J2	8.10	69
Sandowne PS	265 Sandowne Dr.	Waterloo	N2K 2C1	13.10	38
Sheppard PS	270 Weber St. E.	Kitchener	N2H 1G2	4.30	50
Silverheights PS	390 Scott Rd.	Cambridge	N3C 3Z7	19.70	82
Sir Adam Beck PS	1140 Snyder's Rd. W.	Baden	N3A 0A8	19.30	57
Smithson PS	150 Bellevue Ave.	Kitchener	N2B 1G7	5.90	42
Southridge PS	1425 Queen's Blvd.	Kitchener	N2M 5B3	4.80	60
St. Andrew's Senior PS	65 Victoria Ave.	Cambridge	N1S 1X2	18.40	38
St. Jacobs PS	72 Queensway Dr.	St. Jacobs	N0B 2N0	21.80	36
Stanley Park Senior PS	191 Hickson Dr.	Kitchener	N2B 2H8	7.00	46
Stewart Avenue PS	145 Stewart Ave.	Cambridge	N1R 2V5	19.80	65
Suddaby PS	171 Frederick St.	Kitchener	N2H 2M6	5.20	53
Sunnyside Senior PS	1042 Weber St. E.	Kitchener	N2A 1B6	5.40	40
Tait Street PS	184 Tait St.	Cambridge	N1S 3G3	20.60	57
Trillium PS	79 Laurentian Dr.	Kitchener	N2E 1C3	3.20	30
Vista Hills PS	314 Sweet Gale St.	Waterloo	N2V 0B3	14.50	43
Wellesley PS	1059 Queen's Bush Rd.	Wellesley	N0B 2T0	28.40	68
Westheights PS	429 Westheights Dr.	Kitchener	N2N 1M3	6.50	49
Westmount PS	329 Glasgow St.	Kitchener	N2M 2M9	6.80	54
Westvale PS	265 Westvale Dr.	Waterloo	N2T 2B2	10.20	50
William G. Davis PS	530 Lang's Dr.	Cambridge	N3H 5G5	18.30	32
Williamsburg PS	760 Commonwealth Cres.	Kitchener	N2E 4K7	6.60	79
Wilson Avenue PS	221 Wilson Ave.	Kitchener	N2C 1G9	3.70	67
Winston Churchill PS	100 Milford Dr.	Waterloo	N2L 3Z3	15.70	29
Woodland Park PS	555 Ellis Rd.	Cambridge	N3C 2V4	21.20	52
WT Townsend PS	245 Activa Ave.	Kitchener	N2E 4A3	5.70	76

SECONDARY SCHOOLS	ADDRESS	CITY	POSTAL CODE	DISTANCE FROM ED CENTRE (KM)	# of Staff
Bluevale Collegiate Institute	80 Bluevale Ave. N.	Waterloo	N2J 3R5	11.60	131
Cameron Heights Collegiate Institute	301 Charles St. E.	Kitchener	N2G 2P8	4.10	169
Eastwood Collegiate Institute	760 Weber St. E.	Kitchener	N2H 1H6	4.50	148
Elmira District Secondary School	4 University Ave. W.	Elmira	N3B 1K2	26.20	115

SECONDARY SCHOOLS	ADDRESS	CITY	POSTAL CODE	DISTANCE FROM ED CENTRE (KM)	# of Staff
Forest Heights Collegiate Institute	255 Fischer-Hallman Rd.	Kitchener	N2M 4X8	5.40	159
Galt Collegiate Institute & Vocational School	200 Water St. N.	Cambridge	N1R 6V2	20.50	99
Glenview Park SS	55 McKay St.	Cambridge	N1R 4G6	19.50	111
Grand River Collegiate Institute	175 Indian Rd.	Kitchener	N2B 2S7	7.70	158
Huron Heights SS	1825 Strasburg Rd.	Kitchener	N2R 1S3	5.60	120
Jacob Hespeler SS	355 Holiday Inn Dr.	Cambridge	N3C 1Z2	17.40	128
Kitchener-Waterloo Collegiate & Vocational School	787 King St. W.	Kitchener	N2G 1E3	6.50	135
Preston High School	550 Rose Ave.	Cambridge	N3H 2E6	14.30	105
Sir John A Macdonald SS	650 Laurelwood Dr.	Waterloo	N2V 2V1	14.50	168
Southwood SS	30 Southwood Dr.	Cambridge	N1S 4K3	18.00	82
Waterloo Collegiate Institute	300 Hazel St.	Waterloo	N2L 3P2	15.00	122
Waterloo-Oxford District SS	1206 Snyder's Rd. W.	Baden	N0B 1G0	21.00	120

OTHER LOCATIONS	ADDRESS	CITY	POSTAL CODE	DISTANCE FROM ED CENTRE (KM)	# of Staff
Blair OEC	82 Meadowcreek Lane	Cambridge	N3H 4R8	10.30	1
Education Centre	51 Ardel Avenue.	Kitchener	N2C 2R5	0.00	516
Heidelberg OEC	2001 Kressler Rd.	Waterloo	N2J 3Z4	19.60	1
Laurel Creek OEC	525 Beaver Creek Rd.	Waterloo	N2V 2L3	13.40	10
U-Turn Program – Cambridge	256 Hespeler Rd.	Cambridge	N1R 3H3	18.50	8
U-Turn Program – Waterloo	151 Weber St. S.	Waterloo	N2J 2A9	7.00	11
Wrigleys Corners OEC	2366 Spragues Rd.	Ayr	N0B 1E0	21.50	1
Z by the Y	256 Hespeler Rd.	Cambridge	N1R 3H3	18.30	3

*staff numbers are approximate for the 2016/2017 school year.

APPENDIX B: WRDSB Unions/Federations/Associations

Checklist part(s) 3

# OF STAFF (FULL-TIME/PART-TIME)	6434
# OF OCCASIONAL STAFF	3286
TOTAL # OF WRDSB STAFF	9720

UNIONS/BARGAINING UNITS:	TOTAL
Elementary Assistant Association (EAA)	1800
Elementary Teachers Federation of Ontario (ETFO)	2449
ETFO - Waterloo Region Occasional Teachers' Local (EOT)	1013
ETFO - Waterloo Region Designated Early Childhood Educators Local (DECE)	939
Ontario Secondary School Teachers Federation (OSSTF)	1751
OSSTF - Custodial and Maintenance Association (CAMA)	498
OSSTF - Education Support Staff (ESS)	727
OSSTF - Professional Student Services Personnel (PSSP)	69
OSSTF - Supervision Monitors and Cafeteria Assistants (SMACA)	37
Non-Union/Temporary Workers	244

APPENDIX C: Designated Substances at WRDSB Sites

Checklist part(s) 5

The following sites within the WRDSB contain Asbestos:

ELEMENTARY SCHOOLS		
Alpine PS	Grandview PS- New Hamburg	Preuter PS
AR Kaufman PS	Hespeler PS	Queen Elizabeth PS
Avenue Road PS	Highland PS	Queensmount Senior PS
Ayr PS	Hillcrest PS	Rockway PS
Blair Road PS	Howard Robertson PS	Rosemount PS
Breslau PS	JF Carmichael PS	Sandowne PS
Bridgeport PS	John Mahood Junior PS	Sheppard PS
Cedarbrae PS	Keatsway PS	Smithson PS
Centennial PS – Waterloo	King Edward PS	Southridge PS
Centennial PS - Cambridge	Laurentian Senior PS	St. Andrew's Senior PS
Central PS	Lincoln Heights PS	St. Jacobs PS
Chalmers Street PS	Linwood District PS	Stanley Park Senior PS
Conestogo PS	MacGregor Senior PS	Stewart Avenue PS
Coronation PS	Mackenzie King PS	Suddaby PS
Country Hills PS	Manchester PS	Sunnyside Senior PS
Courtland Avenue Senior PS	Margaret Ave Senior PS	Tait Street PS
Crestview PS	Meadowlane PS	Trillium PS
Doon PS	NA MacEachern PS	Wellesley PS
Elizabeth Zeigler PS	New Dundee PS	Westheights PS
Empire PS	Park Manor Senior PS	William G. Davis PS
Forest Glen PS	Parkway PS	Wilson Avenue PS
Forest Hill PS	Pioneer Park PS	Winston Churchill PS
Franklin PS	Preston PS	TOTAL: 68

SECONDARY SCHOOLS		
Bluevale Collegiate Institute	Galt Collegiate Institute & Vocational School	Southwood SS
Cameron Heights Collegiate Institute	Glenview Park SS	Waterloo Collegiate Institute
Eastwood Collegiate Institute	Grand River Collegiate Institute	Waterloo-Oxford District SS
Elmira District SS	Kitchener-Waterloo Collegiate & Vocational School	TOTAL: 13
Forest Heights Collegiate Institute	Preston High School	

OTHER LOCATIONS		
Blair OEC	Wrigleys Corners OEC	TOTAL: 3
Education Centre		

- a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is not trade union, by the workers to represent them.

SOURCE: Ministry of Labour (https://www.labour.gov.on.ca/english/hs/pubs/filmguide/work_refusal)