

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\03\v0</b>	Page 1 of 2
Section: <b>Laboratory Safety Manual</b>	Subject Title: <b>JHSC and Internal Responsibility System</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

**Policy:**

Under the Ontario Occupational Health and Safety Act, the MSH and UHN have each established a Joint Occupational Health and Safety Committee (JHSC).

**Purpose:**

The primary purpose of the Joint Health and Safety Committee is to identify and evaluate health and safety hazards and recommend action to the employer in order to ensure that the hospital meets legislative health and safety requirements as well as supporting a comfortable work environment

**Responsibility:**

The **internal responsibility system** is based on workers and management resolving problems internally. The JHSC is the mechanism.

**Key Elements:**

According to the Occupational Health and Safety Act

- Identify sources of danger or hazards
- Make written recommendations
- Obtain information on hazards and on testing
- Inspect the workplace at least once a month (or a section of the workplace once a month)
- Promote awareness and education on health and safety issues
- Hold meetings at least quarterly and keep minutes of meeting.

**Procedure :**

**1. Membership on JHSC**

- The membership of each Committee includes representatives of management and workers, with workers constituting 50% or more of the members.
- One management member and one worker member jointly co-chair the committees.
- Each JHSC has its own Terms of Reference, which are available from the appropriate Co-chair.
- The names of the members of the JHSC are posted in designated locations.
- On each Committee, one worker member and one management member must be Certified under the WSIB (Workplace Safety and Insurance Board).

**2. Reporting**

The JHSC reports to the Vice-President, Human Resources

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### 3. Responsibilities of Management

The responsibilities of management are outlined in the Occupational Health and Safety Act and include the following:

- Provides and maintains a safe working environment
- Complies with relevant occupational health and safety legislation
- Develops safety policy for the laboratory
- Provides and updates safety manuals
- Provides and maintains the WHMIS program
- Provides material safety data sheets
- Provides appropriate personal protective equipment (PPE)
- Support the JHSC
- Provides safe storage for chemical and reagents
- Ensures safe disposal of laboratory waste
- Provides orientation and training with respect to safety
- Provides on-going safety training
- Disseminate new information on safety, safety policies, safety programs, and changes to OHSA or its regulations

### 4. Responsibilities of Workers

The responsibilities of workers are also outlined in the Occupational Health and Safety Act and include the following:

- Follow the safety rules outlined in the safety manuals
- Work at all times in a safe manner
- Be knowledgeable about healthy and safe work procedures in the laboratory
- Participate in orientation and training sessions and on-going safety training
- Report unsafe conditions to supervisor
- Wears personal protective equipment which is required and provided

### 5. TML St. Patrick Site JHSC - Liaison with The Michener Institute JHSC

The TML St. Patrick Site will maintain liaison with The Michener Institute JHSC, either through the TML JHSC or otherwise.

### 6. TML/MSH Microbiology Safety Committee– Liaison with the MSH JHSC

The TML/MSH Microbiology Safety Committee will maintain liaison with the MSH JHSC and the Clinical Laboratories Health and Safety Committee