Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hand/Electronically delivered to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Insert name of Employer)*

*(Insert address of Employer)*

 Pursuant to Section 9 (18) of the *Occupational Health and Safety Act (OHSA*), among our functions as a Joint Health and Safety Committee, we are to:

* “Identify situations that may be a source of danger or hazard to workers.
* Make recommendations to the employer and the workers for the improvement of their health and safety.
* Recommend to the employer and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers, and the trade union representing the workers.”

As such, we *(or if no consensus is reached by JHSC then worker co-chair should replace “we” with “I”)* have identified the following source(s) of danger or hazard and/or concern(s) at [insert address of employer] and/or provide the following recommendations:

**Identified Hazards or Dangers and/or concerns and their associated Recommendations**

|  |
| --- |
| **– Health & Safety Concerns** |
| **Unit**: **Date of Incident**:  |
| **Hazards/Concern(s)** | **Legislation Violated** | **Recommendation** |
| 1. The facility has experienced an increase in violence incidents and threats, including cases involving the presence of suspected presence of weapons. Further, healthcare workers face a higher rights of workplace violence than workers in any other industry.
 | **OHSA Section 9**(18) It is the function of a committee and it has power to,(d)  obtain information from the constructor or employer respecting,(i)  the identification of potential or existing hazards of materials, processes or equipment, and(ii)  health and safety experience and work practices and standards in similar or otherindustries of which the constructor or employer has knowledge;**OHSA Section 25**(2) Without limiting the strict duty imposed by subsection (1), an employer shall,(h)  take every precaution reasonable in the circumstances for the protection of a worker;**OHSA 32.0.2**(1) An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1 (1) (a).  2009, c. 23, s. 3.**Contents**(2) Without limiting the generality of subsection (1), the program shall,(a)  include measures and procedures to control the risks identified in the assessment required under subsection 32.0.3 (1) as likely to expose a worker to physical injury;**OHSA Section 32.0.3**(1) An employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.  2009, c. 23, s. 3.**Considerations**(2) The assessment shall take into account,(a)  circumstances that would be common to similar workplaces;(b)  circumstances specific to the workplace; and(c)  any other prescribed elements.**OHSA Section 32.0.5**(2) An employer shall provide a worker with,(a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence; and(b) any other prescribed information or instruction. 2009, c. 23, s. 3.**O. Reg 67/93****8.**Every employer in consultation with the joint health and safety committee or health and safety representative, if any, and upon consideration of the recommendation thereof, shall develop, establish and put into effect measures and procedures for the health and safety of workers. **9.** **(4)** The employer, in consultation with and in consideration of the recommendation of the joint health and safety committee or health and safety representative, if any, shall develop, establish and provide training and educational programs in health and safety measures and procedures for workers that are relevant to the workers’ work.  O. Reg. 67/93, s. 9. | 1. The employer will install metal detectors or weapons detection systems at strategic facility access points (for example: the Emergency Department Entrances)
	1. The employer will determine the access points based on a Workplace Violence Risk Assessment and Workplace Violence Incident Reports.
2. The employer and the Joint Health and Safety committee will engage in a Request for Proposals process to determine which Weapons Detection System will work best for the needs of the facility.
3. The employer will obtain and share information with the JHSC about the Weapons Detection System including the functioning, procedures, and protocols from Windsor Regional Hospital and London Health Sciences Centre where they have implemented Weapons Detection Systems.
4. The employer will, in consultation with the JHSC, develop a Weapons Screening Policy that will include (but is not limited to):
	1. Screening protocols
	2. Roles and Responsibilities of staff (including security and management)
	3. Procedures for handling positive detections (including police engagement, safe-storage)
	4. Protocols for persons who refuse to be scanned for weapons
	5. Manufacturers recommendations and requirements
	6. Respect for dignity and accommodation where necessary
5. The employer will, in consultation with the JHSC, provide training to all staff on the weapons detection system, the Weapons Screening Policy, and managing weapon-related incidents.
6. The employer will, in consultation with the JHSC, develop and implement a communications plan for staff, patients, and visitors explaining the rationale for the new system and expectations for compliance.
7. The employer will provide the JHSC any reports on the Weapons Detection System including any weapons related incidents.
 |

 If the committee has failed to reach a consensus about making recommendations under section 9 subsection (18) of the *OHSA* after attempting in good faith to do so, either co-chair of the committee has the power to make written recommendations to the constructor or employer.

Pursuant to S. 9 (20), an employer who receives written recommendation(s) from a committee or co-chair shall respond in writing within 21 days. Therefore, we look forward to receiving your written response to our recommendations within 21 days, i.e., by [enter date].

We anticipate that your written response will include all information pursuant to the *OHSA* Section 9 (21), which says: “A response of a constructor or employer under subsection (20) shall contain a timetable for implementing the recommendations the constructor or employer agrees with and give reasons why the constructor or employer disagrees with any recommendations that the constructor or employer does not accept.”

Please sign below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Worker Co-Chair, Joint Health and Safety Committee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Employer Co-Chair, Joint Health and Safety Committee

C. Post for the workers

Copy to JHSC

ONA \_\_\_\_