



# SAFE WORK



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## WORKPLACE SAFETY AND HEALTH COMMITTEE CHECKLIST

### **Forming a Safety and Health Committee**

- √ A committee is required for each workplace where at least 20 of the employer's workers are employed.
- √ The number of employer members must not exceed the number of worker members.
- √ In a unionized workplace, the union(s) should select/elect worker members in accordance with their constitution.
- √ In a non-unionized workplace, the employer should designate one or more workers not connected with management to coordinate the democratic election of worker members.
- √ Term of office is normally one year. Members are eligible for re-election.
- √ No employer or worker shall attempt to influence the appointment or election of the other party's members.

### **Committee for Construction Project Site**

- √ A prime contractor shall establish a safety and health committee at a construction project site if a total of 20 or more workers are involved, and the project is expected to require more than 90 days to complete.

### **For the Employer**

- √ Establish a written workplace safety and health program. See Section 7.4(1) of the *Workplace Safety and Health Act*.
- √ Respond to committee recommendations within 30 days, unless the recommendations have been implemented.
- √ Provide a bulletin board in a prominent place for the exclusive use of committee members in connection with safety and health subjects.
- √ Provide a meeting place for the committee during regular working hours.
- √ Provide each committee member two days paid educational leave annually for safety and health training seminars.
- √ Consult and cooperate with the committee.
- √ Advise the safety and health committee of planned introduction of new equipment, new operating procedures or new chemicals or other substances or materials.
- √ A committee member is entitled to take time off from his/her regular work duties in order to carry out his/her duties as a committee member. The member shall be paid by his/her employer at the member's regular or premium pay, as applicable, for all time spent carrying out his/her duties as a committee member.

### **Meeting Guidelines**

- √ There are to be two co-chairs: one chosen from and by worker members, and one chosen from and by employer members.
- √ Chairpersonship alternates between the two from meeting to meeting.
- √ Co-chairs participate as equally as any other member in the discussions and decisions of the committee.
- √ Meet regularly at intervals determined by the committee but not less than once in each calendar quarter.

### **Meeting Guidelines**

- √ A quorum consists of one half of the worker members and one half of the employer members.
- √ The committee may decide to invite other persons to attend the meeting in an advisory or observer capacity only.
- √ Use the three stage procedure for handling concerns - see Code of Practice section 24.
- √ Everyone is responsible to make the committee a team effort - this is not a negotiating table!

### **Duties and Responsibilities of Committee Members**

- √ Protect the anonymity of complainants who request same.
- √ Inspect dangerous conditions and/or call a special meeting to resolve the concern.
- √ Notify complainants of any decisions or recommendations made by the committee relating to their concerns.
- √ Periodically carry out plant wide surveys to determine types of tasks performed, operating methods used, and hazards and problems which may be encountered in the course of workplace operations.
- √ Prior to regular meetings, selected committee members should inspect the workplace and the operations conducted therein.
- √ The committee shall participate in investigations of accidents and dangerous occurrences at the workplace.
- √ Review safety of new equipment, materials or processes and make recommendations accordingly.
- √ Worker co-chair or designate may accompany a Safety & Health Officer during any inspection or investigation. They may be joined by the employer co-chair or designate. Both co-chairs/designates shall be present during discussion of the inspection or investigation report and shall sign the report indicating they have read it.
- √ Hold plant or office meetings/discussions/presentations to discuss, critically evaluate and get input on safety and health matters.
- √ Distribute and display safety and health information and educational materials relevant to your workplace.

### **Agenda**

- √ Co-chairs of the committee prepare the agenda.
- √ Include the place and time of the meeting.
- √ Forward to individual committee members at least three clear days in advance.
- √ Post the agenda on the Safety and Health Bulletin Board in advance.
- √ Stick to only safety and health issues at the meetings.

**Minutes**

- √ Use WS&H forms or create your own form (using the same format as the WS&H forms ONLY) to record minutes.
- √ Put the name & address of your workplace on the minutes.
- √ List those in attendance and their role: i.e. worker rep, employer rep, resource person, etc.
- √ Record the date an issue is/was raised (use the Origin column on the WS&H forms).
- √ Minutes must be signed by both co-chairs.
- √ Within one week, distribute minutes as required.
- √ Put one copy in your safety and health committee files.
- √ Circulate minutes to safety and health committee members.
- √ Post minutes on your Safety and Health Bulletin Board. Fax to WS&H at 948-2209 or mail minutes to WS&H
- √ Minutes will be reviewed by your Safety and Health Officer.
- √ Phone or write your Safety and Health Officer if you are unable to resolve an issue yourselves and would like his/her assistance in finding a solution.

**The Safety and Health Bulletin Board**

- √ Must be located in a prominent place.
- √ Post the names of all committee members, how to contact them and their term of office expiry date.
- √ Post scheduled dates (and times, when available) of committee meetings.
- √ Post the agenda for each meeting ahead of time.
- √ Post the minutes for each meeting within one week after and for at least one month after the next meeting.
- √ Items recommended from time to time by committee members for posting.
- √ Items issued from time to time by WS&H for posting