## HEALTH AND SAFETY COMMITTEE

[Organization Name] is committed to ensuring the health and safety of all its employees. In pursuit of that, [Organization Name] will abide by all provincially outlined legislation for the province of Ontario as established by the Ontario *Occupational Health and Safety Act.* Further, [Organization Name] recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

POLICY

As [Organization Name]’ workforce exceeds 20 or more employees, a joint health and safety committee is required to ensure the health and safety of all individuals on the premises. The committee shall be composed of at least two members when the number of employees is between 20-50 and at least four members when there are more than 50 employees in the workplace.

At least half of the members on the health and safety committee will not exercise any managerial/leadership duties. The members of the committee shall be chosen by the rest of the employees. At [Organization Name], (Insert Role) is the management representative.

The management representative and the employee representative chosen by the rest of the employees are the co-chairs of the committee. They will be certified and trained as per the Ontario *Occupational Health and Safety Act*. Their time spent in training will be considered work time and they will be compensated at their regular rate of pay. [Organization Name] is responsible for the costs incurred by the training program. In the event that one or both of the co-chairs leave [Organization Name], they shall be replaced, and their replacement(s) trained as soon as reasonably possible.

The following are the powers of the committee under the *Occupational Health and Safety Act*:

1. Identify situations that may pose danger or a hazard to employees;
2. Provide recommendations to [Organization Name] on ways to improve safety in the workplace for employees;
3. Make recommendations regarding establishing, maintaining, and monitoring any health and safety measures, procedures, or programs to [Organization Name];
4. Request and be provided information from [Organization Name] about:
	1. Identifying potential or current hazards involving materials, processes, equipment, and
	2. Examples of safe work practices and health and safety standards in either similar industries, or businesses that are known to [Organization Name].
5. Be provided information by [Organization Name] about any tests regarding health and safety in the workplace (could be related to machinery, equipment, chemical or physical agent, material, or biological element, etc.);
6. Be present at and be consulted about any testing in the workplace, as necessary.

Co-chair Powers

In the event the committee does not reach a consensus, the co-chair(s) have the power to provide written recommendations to [Organization Name]. These recommendations shall be responded to within 21 days of their receipt. The response will include when the recommendation will be implemented when [Organization Name] agrees with the recommendation and reasons why when the recommendation is disagreed with and/or not accepted.

Committee Meetings

The health and safety committee will meet every three months, at minimum. Minutes will be taken at each committee meeting and then retained in the event of an inspection or examination.

Members of the committee are entitled to at least an hour to attend the quarterly meetings as well as paid time in order to complete any work ahead of or following the meeting. Committee members will not be expected to complete this work on their own time and are considered to be working when they are completing health and safety duties.

Inspections

One of the members of the committee will be required to complete monthly health and safety inspections. The committee is required to establish a schedule for the completion of these inspections.

When possible, it should be the certified co-chair who completes the inspection, but the co-chair is not required to complete every inspection. [Organization Name] will ensure that the member completing the inspection has sufficient time to complete it. These inspections shall be kept on file. In the event that the member requires information and/or assistance in completing the inspection, they shall be provided with it.

If any hazards or dangers are noted during the inspection, the committee member must inform the committee of their findings and the committee must discuss this information as soon as reasonably possible.

In the Event of a Critical Injury or Death

If a critical injury or death occurs, a member will be required to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved). Following the inspection, the member is required to present their written findings to the (Insert title) and to the committee.

Posting Committee Members’ Names

[Organization Name] will post the name of the members of the committee, as well as their work departments in an accessible location so that all employees are aware of who is on the committee.