## SAFETY AND HEALTH COMMITTEE

[Organization Name] is committed to ensuring the health and safety of all of its employees. In pursuit of that, [Organization Name] will abide by all legislation as established by The *Workplace Safety and Health Act* (the 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]’s workforce exceeds 20 employees, a workplace safety and health committee is required to ensure the health and safety of all individuals on the premises.

The committee’s role is to help uphold the internal responsibility system by identifying hazards and making recommendations to the employer to help keep workers safe.

[Organization Name] is responsible for providing appropriate support and resources to help the committee function effectively and fulfil their duties.

Committee Members

The committee shall be composed of at least four members, but not more than 12 members.

At least half of the members on the safety and health committee will not exercise any managerial/leadership duties and these members of the committee shall be elected by the employees. The other members may hold management positions and are chosen by the employer.

The workplace safety and health committee is led by two co-chairpersons. One of these people is chosen by the employer members of the committee and the other by the employee members of the committee.

Committee members are elected for two-years terms, but may remain longer if re-appointed, re-elected or until a replacement is found.

Duties

The following are the duties of the committee under the The Workplace Safety and Health Act (Source: SafeWorkManitoba):

* receive and follow-up on concerns and complaints regarding the safety and health of workers
* help identify safety and health risks in the workplace
* help the employer develop and promote measures to protect workers and check on the effectiveness of those measures
* cooperate with workplace safety and health officers
* help develop programs, provide education and information about safety and health in the workplace
* make recommendations to employers or prime contractors regarding the safety and health of workers
* inspect the workplace at regular intervals (inspections must take place before each regularly scheduled meeting)
* participate in investigations of incidents and dangerous occurrences
* maintain records regarding concerns, complaints and other matters regarding safety and health
* help the employer assess the effectiveness of each aspect of the internal responsibility system
* help the employer with development of policies, plans and programs
* help the employer provide orientation to new and inexperienced workers
* help the employer plan worker training
* communicate with workers
* help develop strategic safety and health plans
* other duties as specified in the Act or Workplace Safety and Health Regulation (the Regulation)

Committee Meetings

The workplace safety and health committee must meet at least once every three months, with the first meeting taking place within a month of a committee being established. The co-chairs may call additional meetings for urgent matters.

Committee members must be given at least three days notice that a meeting will be taking place.

The committee is responsible for establishing rules for where and when it will meet, procedures, and rules for conduct.

In order for decisions to be voted on, at least half of the worker representatives and half of the employee representatives must be present at the meeting. This is called quorum. If a member is not able to attend a meeting they may appoint someone else to attend in their absence, as long as worker members send another person who has been appointed by the other worker members of the committee (not by the employer).

Minutes

Detailed minutes will be taken at each committee meeting and then retained at the workplace for 10 years in the event of an inspection or examination by WSH. These minutes must:

* Contain meeting date and members present
* Be legible and in a format acceptable to WSH
* Be signed by the co-chairs
* Be posted in the workplace in a conspicuous place

Inspections and Investigations

[Organization Name] will ensure that the committee has sufficient time to complete a workplace health and safety inspection at least once every 90 days. These inspections shall be kept on file.

Investigations

Committees or representatives will be allowed to accompany a safety and health officer who is conducting an inspection, upon request of the officer, and be paid for it.

Co-chairs of the safety and health committee must be involved in Serious Incident Investigations and in the written reports that must follow them.

Committee Recommendations

The safety and health committee is responsible for providing written recommendations regarding health and safety at [Organization Name]. Any such recommendations will be responded to in writing within 30 days. The response will include short and long-term control measures used to address the recommendation.

Committee Member Training

[Organization Name] will ensure committee members receive the greater of 16 hours or two shifts of paid time off to attend workplace safety and health training that meets the requirement of The Workplace Safety and Health Act.

Compensation for Time

Members of the committee are entitled to be paid at their regular or premium pay rate in order to attend meetings or perform any of their functions. This includes meeting time, one hour of meeting preparatory time, time for other assigned duties, and time to attend any required safety and health training.

Liability

The committee cannot assume any of the legal obligations, duties or responsibilities of either the employer or employees.

Bulletin Board and Posting

[Organization Name] will provide a bulletin board exclusively for the safety and health committee and place it in a common area.

The names of those on the workplace safety and health committee will be posted so that employees are aware of their contacts for any hazard or safety-related concerns. Additional items to be posted are:

* When each person’s term on the committee expires
* Safety and Health Committee meeting dates, agendas and minutes
* Any other documentation required by WSH