## HEALTH AND SAFETY COMMITTEE

[Organization Name] is committed to ensuring the health and safety of all employees. In pursuit of that, [Organization Name] will abide by all provincially-outlined legislation as established by the *Alberta Occupational Health Act and Regulation (OHR)*. 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 health and safety committee (HSC) is required to ensure the health and safety of all individuals on the premises. The committee shall be composed of at least four members, and at least two of these members must be representatives of the workers.

The worker representatives of the health and safety committee will not exercise any managerial/leadership duties and these members of the committee shall be chosen by the employees. The other members may hold management positions and are assigned by the employer.

Worker members of the team will hold a term of at least one year unless a union agreement states otherwise.

The HSC is led by two chairpersons (co-chairs). One of these people is chosen by the worker members of the committee and the other by the employer members of the committee.

Training

[Organization Name] will ensure the co-chair representatives receive training about their duties and functions, accident and incident investigations, and work refusal requirements. This training will be completed at [Organization Name]’s expense so that the employee is able to complete their duties as a health and safety committee member. This training is considered work time and the committee members will be paid for their time spent training.

Meetings

Health and safety functions, including meetings, must be completed during work hours and any time spent by the members on health and safety duties is considered work-time, meaning members will be reimbursed for their time as per their regular hours of work.

The first HSC meeting must be held within 10 days of the establishment of the HSC, and then once every quarter thereafter.

All meeting minutes must be recorded and stored so that they can be reviewed by HSC members or an OHS officer, as required.

In order to make decisions at any meetings, the minimum number of members required must be present.

Duties and Powers of the HSC

The health and safety committee has the following duties and powers:

* Respond to health and safety concerns of workers
* Develop health and safety policies and safe work procedures
* Develop and promote education and training programs
* Participate in work site inspections and investigations
* Investigate worker reports of dangerous work and refusal to work
* Provide health and safety orientations for new employees

Employer Responsibilities

Employers must:

* Provide adequate resources, time, and training to help the committee function effectively
* Hold meetings and carry out duties and functions during normal working hours
* Post the names and contact information of the committee members where they can be seen by all workers
* Meet regularly with their committee to discuss health and safety matters
* After the first meeting, work with the committee to determine how often meetings should take place and what record is made of the meetings