



## Safety & Health Committee Checklist

### Forming a Safety & Health Committee

- ✓ The number of management members must not exceed the number of worker members.
- ✓ In a unionized workplace, the union(s) should select 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 management or worker shall attempt to influence the appointment or election of the other party's members.

### For the Employer

- ✓ 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.
- ✓ All safety and health committee activities carried out by workers are considered service in the course of employment.

### Meeting Guidelines

- ✓ There are to be two co-chairs: one chosen from and by worker members and one from and by management members.

- ✓ Chairpersonship alternates between the two from meeting to meeting.
- ✓ Co-chairs participate to an equal extent to any other member in the discussions and decisions for the meeting.
- ✓ Meet regularly at intervals determined by the committee but not less than once in each calendar quarter.
- ✓ A quorum consists of one half of the worker members and one half of the management members.
- ✓ No ex-officio members allowed but other may be invited to attend in an advisory or observer capacity.
- ✓ Call special meetings as required. Everyone is responsible to make the committee a team effort – this is not a negotiating table!

### Duties & 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.
- ✓ Notify all workers at any site where the work is determined to be dangerous.
- ✓ 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, each committee member should inspect a specific part of the workplace and the operations conducted therein.
- ✓ Review safety of new equipment, materials or processes and make recommendations accordingly.



- ✓ Worker co-chair or designate shall accompany a Safety & Health Officer during any inspection. They may be joined by the management co-chair or designate. Both co-chairs/designates shall be present during discussion of the inspection 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 standardized format to record minutes.
- ✓ Put the name and address of your workplace on the minutes.
- ✓ List those in attendance and their role: i.e. worker rep, management rep, source person, etc.
- ✓ Record the date an issue is/was raised.
- ✓ 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.