

Committee Minutes

Workplaces with 20 or more regularly employed workers must have a safety committee. The committee must meet at regular intervals not exceeding 3 months.

In order to qualify as an official Workplace Safety and Health committee, your group must meet a minimum of four times per year.

Minutes of each meeting must be faxed, mailed or emailed to the Workplace Safety and Health Division. You can use the minute form below or set up your own format containing all of the required information.

Minute form (PDF) <http://safemanitoba.com/uploads/resources/committee.pdf>

Minute form (Word doc) can be downloaded and converted to your own program. Minutes in other formats can be sent by email to cominutes@gov.mb.ca or FAX to (204) 948-2209.

Information for minute forms (PDF)
<http://safemanitoba.com/uploads/resources/ctteeinstrucmtg.pdf>

The minute form is intended for your use to record briefly and clearly the safety and health concerns at your workplace and steps taken by the committee or others to resolve them.

A committee must ensure that the minutes of each committee meeting are signed by the co-chairpersons, and kept at the for a period of at least 10 years from the date of the meeting.

Small business's between 10-19 employees

When a safety representative is designated at a workplace, an employer must meet with the representative at regular intervals not exceeding three months to discuss safety and health matters.

If you are unable to resolve an issue yourselves, contact your provincial Safety and Health Officer for assistance in finding a solution.

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If you are unable to resolve an issue yourselves, contact the Workplace Safety and Health Division at 204-945-3446 or toll free 1-800-282-8069, Ext 3446