

## Assign Responsibilities

Remember that the law holds everyone responsible for safety and health in the workplace. The greater the authority, the greater the responsibility. Therefore, as the employer you have the greatest degree of responsibility.

Assign responsibility (and accountability) for safety and health to individual supervisors/managers and employees just as you assign other responsibilities.

State who is responsible for what actions, as clearly and specifically as possible. For example, identify who is authorized to order safety equipment, require machine maintenance, or mobilize resources to ensure that a task is done safely. Check to see that each individual is carrying out their responsibilities as assigned.

Ensure your supervisors/managers know their safety and health duties and responsibilities. Hold them accountable for their safety and health performance just as you would for their work in other areas.

Remember, in order to carry out their responsibilities, your supervisors/managers and employees must:

- Know what their responsibilities are
- Have the necessary authority to carry them out
- Have the necessary skill, training, and experience to carry them out

Let your employees know that you are concerned about their safety and health at work by taking the lead role in resolving safety and health concerns. It is important to make safety and health part of your workplace culture. For example:

- Talk about safety and health at meetings and in conversations with your supervisors/managers and employees
- Immediately investigate workplace incidents and refusals to work
- Promptly correct problems and let employees know what you've done
- Provide supervisors/managers and employees with feedback on their safety and health performance

## Internal Responsibility System Everyone's Responsibility

The Workplace Safety and Health Act supports every worker's right to a safe and healthy workplace. It assigns responsibility to each person in the workplace for creating and maintaining a safe and healthy workplace, to the extent that they have the authority and ability to do so. Everyone has a personal and shared responsibility to work together cooperatively to prevent injuries and illness.

### General Duties under the Act

Employers: Because they have the greatest degree of authority and control over the operations of the workplace, employers have the greatest degree of responsibility for workplace safety and health. Employers' legal safety and health responsibilities include:

- Taking necessary precautions to ensure the safety, health and welfare of workers
- Providing and maintaining a safe workplace, equipment, tools and systems
- Ensuring all workers and supervisors are aware of hazards in the workplace as well as the precautions necessary for their protection
- Providing workers with competent supervision
- Providing the necessary precautions to ensure that other persons are not exposed to safety or health risks due to the activities of the workplace
- Taking the necessary precautions to ensure that other persons are not exposed to safety and health risks due to the activities of the workplace
- Consulting and cooperating with the workplace safety and health committee or representative
- Cooperating with other people on workplace safety and health matters

Supervisors have the responsibility and authority to oversee a group of workers within a workplace. The legal safety and health duties of supervisor include:

- Taking the necessary precautions to protect the safety and health of workers under their supervision
- Ensuring that workers comply with safety and health procedures and use safety equipment, clothing and devices
- Advising workers of safety and health hazards in the work area
- Cooperating with the workplace safety and health committee or representative
- Cooperating with other people on workplace safety and health matters

Workers are responsible for their own actions or inactions. Workers' legal safety and health responsibilities include:

- Taking reasonable care to protect themselves and others who may be affected by their actions or omissions
- Proper use of safety equipment, clothing, or devices
- Cooperating with the workplace safety and health committee or representative
- Cooperating with other people on workplace safety and health matters

Contractors are described under the Act as persons who hire an employer or self-employed person on contract and direct their activities. Contractors' legal safety and health duties include:

- Taking necessary precautions to ensure that activities and hazards within their control do not create a safety and health risk
- Cooperating with other people on workplace safety and health matters

## Internal Responsibility System Everyone's Responsibility

Prime Contractors are required on building or renovation projects where more than one employer or self employed persons are involved. The legal safety and health responsibility of a prime contractor include:

- Coordinating, organizing and overseeing the work on the project to ensure the safety and health of workers and others who may be affected by activities on the project (this includes coordinating the safety and health programs of employers working on the project).
- Setting up an effective system to ensure everyone working on the project fulfills their legal safety and health responsibilities.
- Cooperating with other people on workplace safety and health matters.

Self Employed Persons are responsible for their own actions or inactions. Their legal safety and health duties include:

- Taking necessary precautions to ensure that their activities do not create a safety and health risk to themselves or others who may be affected by their activities.
- Cooperating with other people on workplace safety and health matters.

Owners of buildings or land used as a workplace have legal safety and health responsibilities which include

- Taking necessary precautions to ensure that property under their control does not create a risk to safety and health.
- Cooperating with other people on workplace safety and health matters.

Suppliers' legal safety and health duties include:

- Taking necessary precautions to ensure that tools, equipment and other materials supplied to a workplace are safe when used according to instructions provided.
- Cooperating with other people on workplace safety and health matters.

Workplace Safety and Health Committees and Representatives play an important role by providing input and advice to employers on safety and health matters, however they are not responsible for managing safety and health in the workplace.

- Employers are required to establish a safety and health committee in workplaces with 20 or more workers.
- In workplaces with 10 to 19 workers (or on a construction project), employers are required to designate a worker as the safety and health representative.
- Prime contractors are required to establish a project safety and health committee on construction projects expected to last more than 90 days where 20 or more workers are expected to work.

The legal responsibilities of committees and representatives include:

- Making safety and health recommendations to the employers.
- Dealing with safety and health concerns of workers.
- Participating in developing and promoting of safety and health precautions, as well as safety and health education and training programs.
- Conduct regular workplace inspections.
- Participating in safety and health investigations.
- Cooperating with other people on workplace safety and health matters.

For specific requirements, please refer to the Workplace Safety and Health Act (W210)

## SAFE Work and the Supervisor – Your Responsibilities

The first few days on a new job are particularly important for new or young workers. Statistics show that the majority of serious incidents occur during a worker's first year on the job. Do you, as an employer or a supervisor, know what you must do to prevent those from happening?

What is a supervisor?

Supervisors are known by many names – lead hand, charge hand, foreman, team leader, etc. But for the purposes of ensuring the safety and health of workers, The Workplace Safety and Health Act (WSH Act) has added a definition that applies, no matter what the title might be. And along with the definition, there are specific legal responsibilities.

The WSH Act says that a supervisor is someone who is:

- In charge of a workplace
- In charge of or has authority over a worker

Supervisors are in the best position to implement management's policies, they are pivotal to the success of a company and safety and health is a large part of that responsibility.

Do Workers Look to Supervisors for Information?

A national study by Ipsos Reid in 2003 determined that the person most relied on for training and direction concerning safety and health is a worker's immediate supervisor. In addition, the WSH Act requires an employer to ensure that all workers are competently supervised and trained to deal with the hazards of the workplace. Many times, that task falls to the supervisor.

What Must a Supervisor Do – Legal Responsibilities

For workers under his/her supervision, a supervisor has a legal obligation to ensure that: all precautions are taken to protect the safety and health of those workers:

- workers perform their work in accordance with procedures and safety and health laws
- workers use all devices and wear all personal protective equipment as required
- workers are advised of the safety and health risks for the area in which they are working.

And if they move to another area or different activity, workers must be trained before they begin the new work.

What's the Employer's Role in Effective Supervision?

- Training - An employer has to ensure supervisors are competent (combination of education, experience, knowledge) and that supervisors themselves receive adequate training and education. Sometimes supervisors are appointed to the position because they are good at what they do. That does not necessarily mean a person will make a good supervisor and know how to instruct and manage the day-to-day activities of others, particularly issues of workplace safety and health.

## SAFE Work and the Supervisor – Your Responsibilities

### What's the Employer's Role in Effective Supervision?

- Training (cont'd) - The specific skills and knowledge required to be an effective supervisor should be taught in order to not only increase comfort level but to ensure they are equipped to train other workers on safe work procedures for the tasks they supervise.
- Strong safety and health policies will support supervisors in their work. It is critical that a company have a strong safety and health policy to support the supervisor's work and that supervisors fully understand and put into practice the company's policies and procedures.
- Senior management commitment is something that supervisors have to know is there if it is expected that training and safety and health policies will be effective. Top level management need to take the time to make safety and health visible in the organization and show that they are serious when it comes to the safety and health of workers.

### Considering A Supervisory Position? Already in One?

- Be aware that anyone considering or already in a supervisory position has the right to ask their employer for information. Ask for a written safety and health orientation program that can be used with all new workers so that the basics are covered in a consistent fashion.
- What you need to know will vary with your job or the kind of industry you are in. Considering the newly legislated legal requirements for supervisors, asking questions about specific hazards and written safe working procedures will allow more effective training of new workers.
- Be aware that different people learn differently and the same approach with all workers may not be effective.
- Check back to ensure workers understand the task – observe them doing the task. Remember, most new workers are also trying to “fit in” with their new co-workers and can only absorb so much information.
- Encourage all workers to ask questions – many new workers are trying to impress their supervisor and don't want to appear as though they didn't understand.
- Strongly consider assigning a mentor to a new worker – this can help ease the transition to “fitting in” and allow workers to focus on the safety and health aspects of their new job. Keep in mind that experienced, professional workers don't always follow the rules – they have often integrated them into their day-to-day activities and are not even aware they are doing them.
- Ask for a copy of your workplace's written safety and health program (required in workplaces with 20 or more workers) and become familiar with its contents. The written program codifies your employer's commitment to safety and health.

### Bottom Line

YOU have direct responsibility for the safety and health of the workers you supervise, but also a unique opportunity to be a role model for young workers just starting out. Be a part of creating tomorrow's safe and healthy workforce.

## Supervisor and Employee Tips

Section 4.1 of Manitoba's Workplace Safety and Health Act (WSH Act) outlines your duties as a supervisor, the law states you must:

- Ensure that all workers work in accordance with the provision of the WSH Act and its regulations.
- Ensure that your workers use protective devices and wear the required personal protective equipment.
- Let your workers know about any potential or actual dangers in the workplace that you are aware of.
- Take every precaution reasonable in the circumstances for the protection of workers under your supervision.
- Spend more time explaining the job, providing training and supervising young and inexperienced workers.
- Ensure health and safety systems, policies and procedures are current.
- Make yourself available to answer questions and provide assistance or advice.
- Establish and maintain open lines of communication.
- Be sure to have a set of safety rules and explain them all; ensure everyone follows them.
- Ensure all hazards are explained and complete all job-specific safety training before assigning work.
- Ensure that all protective equipment and materials that are required by law are provided. Be sure everyone is trained on how to wear protective equipment.
- Encourage all workers to alert their supervisors immediately if they see something that is potentially dangerous.
- Explain the importance of reporting unsafe conditions promptly. Be sure employees know a safe work site is your priority.
- Lead by example; wear all required safety gear in the required areas. Demonstrate your commitment to health and safety with your consistent safe work practices.
- Employers - ensure your supervisors are trained as supervisors.

## Workplace Safety & Health Representative Guideline

Workplaces with 10-19 workers are required to have an elected worker safety and health representative (see the Workplace Safety and Health Act W210 Section 41). The worker representative, in cooperation with a representative from the employer, performs the same duties as the workplace safety and health committee (W210 Section 40). The following is a guideline, which briefly summarizes information about how the worker representative is chosen and their role with respect to workplace safety and health.

<p><b>Electing a Safety and Health Representative</b></p> <ul style="list-style-type: none"> <li>• A safety and health representative must be elected from the workers not associated with management</li> <li>• In a unionized workplace, the union(s) should select/elect their representative in accordance with their constitution</li> <li>• In a non-unionized workplace, the employer should designate one or more workers not connected with management to coordinate the democratic election of a worker representative</li> <li>• Term of office is normally one year. The representative is eligible for re-election</li> <li>• The employer shall appoint a management representative who, together with the worker representative, is responsible for performing the same duties as a safety and health committee in a larger workplace.</li> <li>• No employer or worker shall attempt to influence the appointment of election of the other party's representative</li> </ul>	<p><b>For the Employer</b></p> <ul style="list-style-type: none"> <li>• Meet with the representative on a regular basis, at least every three months</li> <li>• Respond in writing to worker representative's recommendations within 30 days, unless the recommendations have been implemented</li> <li>• Allow the worker and management representatives to meet during regular working hours</li> <li>• The worker safety and health representative is entitled to take time off from his/her regular work duties in order to carry out his/her duties as a representative. The worker representative shall be paid by his/her employer at the worker's regular or premium pay, as applicable, for all time spent carrying out his/her duties as a representative</li> <li>• Provide a bulletin board in a prominent place for the exclusive use of the worker and management representatives in connection with safety and health subjects</li> <li>• Consult and cooperate with the safety and health representatives</li> <li>• Provide the safety and health representatives two days paid educational leave annually for safety and health training seminars</li> <li>• Advise the safety and health representative of planned introduction of new equipment, new operating procedures, or new chemicals or other substances or materials</li> </ul>
<p><b>Safety and Health Bulletin Board</b></p> <ul style="list-style-type: none"> <li>• Must be located in a prominent place</li> <li>• Post the names of both the worker and management representatives and their term of office expiry date</li> <li>• Post scheduled date of committee meetings, the agenda for each meeting, and a copy of each meeting's minutes</li> <li>• Post items from the Workplace Safety and Health Division, and safety and health items of interest to your workplace</li> </ul>	

## Workplace Safety & Health Representative Checklist

<p>Duties and Responsibilities of Safety and Health Representatives</p> <ul style="list-style-type: none"><li>• Inspect dangerous conditions and/or call a special meeting to resolve any concerns.</li><li>• Protect the anonymity of complainants who request it</li><li>• Notify complainants of any decisions or recommendations made to management relating to their concerns</li><li>• Notify all workers at any site where the work is determined to be dangerous</li><li>• At regular intervals, the worker and management representatives should inspect each part of the workplace and the operations therein, and should resolve any safety or health concerns identified during the inspection</li><li>• The worker and management representatives shall jointly investigate accidents and dangerous occurrences at the workplace</li><li>• Periodically carry out restaurant wide surveys to determine the types of tasks performed, operating methods used, hazard identification, and problems which may be encountered in the course of workplace operations</li><li>• Meet with the employer on a regular basis, at least every three months.</li><li>• Review the safety of new equipment, materials, or processes and make recommendations accordingly</li><li>• Hold restaurant meetings/discussions/presentations with staff to discuss, critically evaluate and get input on safety and health matters</li><li>• Distribute and display safety and health information and educational materials relevant to your workplace</li></ul>	<p>Work with Safety and Health Officer</p> <ul style="list-style-type: none"><li>• The safety and health representative may accompany a Safety and Health Officer during any inspection or investigation. They may be joined by the management representative or designate. Both representatives/designates shall be present during discussion of the inspection or investigation report and shall sign the report indicating they have read it</li><li>• 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</li></ul>
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## Workplace Safety and Health Committee

Have you established your Workplace Safety and Health Committee?

The goal of a Safety and Health Committee ultimately is to protect workers by integrating safety and health concerns into the daily activities of the establishment. Safety and health issues must be addressed, and understood by everyone. Your workplace safety and health committee provides input and advice to help you put together an appropriate safety and health program tailored to your specific needs.

### Forming a Safety and Health Committee

The number of employer 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 election of worker members.\*\***

No employer or worker shall attempt to influence the appointment/election of the other party's members.

For the Employer:

- Provide a bulletin board for the exclusive use of safety and health subjects.
- Provide a meeting place for the committee during regular working hours.

Consult and Cooperate With The Committee:

- Advise committee of new equipment, operating procedures, chemicals or other substances or materials.
- All safety and health committee activities carried out by workers are considered service in the course of employment.

Use the following guidelines to establish your meetings, remember every safety and health committee is unique as it pertains to each individual establishment.

Section 7.4 (5)(j) of the Workplace Safety and Health Act requires ... a procedure for worker participation in workplace safety and health activities, including inspections and the investigation of accidents, dangerous occurrences and refusal to work under Section 43.

Workplace Safety and Health Committees Code of Practice

- Post agenda with scheduled dates, and times of meetings ahead of time.
- Post the minutes for each meeting within one week, and at least one month after the next meeting.
- Post recommended items raised by committee members.

Committee Meeting Guidelines

- Everyone is responsible to make the committee a team effort.
- Choose two co-chairs: a worker members and an employer member.
- Meet regularly as determined by the committee.
- Call special meetings as required.

## Workplace Safety and Health Committee

### Duties and Responsibilities of Committee Members:

- Protect the anonymity of the complainants.
- Inspect dangerous conditions and/or call a special meeting to resolve the concerns.
- Notify complainants of decisions/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, committee members should inspect a specific part of the workplace and the operations conducted at each.
- Inspect new equipment, materials or processes to make safety recommendations.
- Inspections should be done by a safety and health officer and an employee or employer; they should be present during discussion of inspection report and sign to indicate that the report has been read.
- Conduct meetings/discussions/presentations to discuss, evaluate and get input on safety and health matters.
- Distribute and display safety and health information and educational materials relevant to your workplace.

### Agenda

- Prepare the agenda; include the place and time of the meeting.
- Post the agenda on the safety and health bulletin board in advance.
- Forward to committee members at least three clear days in advance.
- Stick to safety and health issues only at the meetings.

### Minutes

- Record minutes including: name and address of workplace, date the issues were raised, and list all people in attendance.
- Minutes must be signed and distributed, keep a copy in your safety and health committee files, post minutes on your safety and health bulletin board.
- Minutes will be reviewed by your safety and health officer.
- Management must send a copy of the minutes to Workplace Safety & Health.

### The Safety and Health Bulletin Board

- Must be located in a prominent place.
- Post names of committee members, how to contact them .
- Post scheduled date of committee meetings, the agenda for each meeting and a copy of the minutes.
- Post items from the WSH Division and safety and health items of interest to your workplace.





## Setting Agendas

It is recommended that the co-chairs get together to set the agenda for each meeting. This must be posted on the safety and health committee bulletin board prior to each meeting and distributed to committee members at least 3 clear days prior to the meeting. Following is a generic agenda outline that could be used in creating your own agendas.

1. Review minutes of last meeting. You will need to determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
2. Review issues resolved by individual committee members or supervisors.
3. Review illness, injuries and accidents since last meeting. This could also include a brief review of working procedures, rules and policies related to the illness, injuries or accidents and recommendations for changes to same.
4. Consider new concerns or problems. These may arise out of inspection tours, surveys, investigations by committee or concerns brought to the committee's attention by employees or management.
5. Review of educational material and availability of safety and health training programs.

Instructions for completing minute form:

1. You must complete all of the following:
  - Full name and Full Address of Workplace - must include Department & Branch, where applicable.
  - Which Committee - needs to be completed only if you have more than one Committee at the same address.
  - Number of Employees at the Workplace - the number at the workplace, not the number on the Committee.
2. Please indicate the "Date of Origin" This is the date an issue is first raised at a safety and health committee meeting. Continue to note this date in future minutes until the committee agrees the issue is resolved.
3. Please indicate the "Concerns or Problems" and list the details of items discussed. Draw a line across the page to separate each issue.
4. Please indicate "Recommendations or Action Taken", that is what has been done or the steps being taken or the committee's recommendation as to what should be done to resolve the issue.
5. Please indicate the "Action By" that is who will be responsible for carrying out each interim step or action and the date it will be completed or, if the issue is resolved, fill in the date it was resolved.
6. On the bottom record "Other Business" that is any points not covered such as upcoming elections or date of next meeting.
7. Both management and worker co-chairs must sign each page of the Minutes when they are satisfied that the record is complete and accurate. Please Indicate by an (X) in the brackets who chaired that particular meeting.
8. Distribution of copies must be done within one week following the Committee meeting:
  - a) Distribute copies to Committee members, alternates, and relevant managers.
  - b) Keep one copy for permanent Committee files.
  - c) Send one copy to Workplace Safety and Health Division
    - by mail to: 200-401 York Avenue Winnipeg MB R3C 0P8,
    - fax minutes to (204)948-2209,
    - e-mail to [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca)
  - d) Post one copy on the Safety and Health Committee bulletin board(s).

## Health & Safety Committee Meeting Agenda Template

Company Name: \_\_\_\_\_  
Joint Health and Safety Committee

### AGENDA

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Roll Call:

Minutes of last meeting approval:

1. Old Business:

2. New Business:

3. Other Business:

4. Date of the next meeting:

Contacts

Worker Co-chair: \_\_\_\_\_

Manager Co-chair: \_\_\_\_\_

Committee Secretary: \_\_\_\_\_



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## Facilitating Effective Safety Meetings

### Getting Started – Prepping for the meeting

- Spot Check: Take a walk around your workplace, identify problem areas for discussion, and take note of areas that have been improved upon.
- Ask Around: Your employees are your most valuable resource - ask them what they think needs to be addressed during the meeting.
- Organize Your Objectives: Put together a clear and purposeful agenda, by asking yourself, what do we want to get out of this?
- Post the Agenda: Make the agenda available to employees prior to the meeting. Encourage employees to add additional topics.

### Conducting the Meeting:

- Be Respectful: Treat your employees as adults and you will earn their respect.
- Give Praise: Recognize employees for areas that have already been improved.
- Make the most of your time: Ensure content is practical and specific.
- Relate to them: Encourage employees to share their stories, relate topics to their home lives.
- Be an active listener: Ask open ended questions, listen to the answers, and provide feedback.
- Let someone else take the lead: Ask an employee to lead part of the meeting. Be sure to arrange this ahead of time to avoid putting someone on the spot.
- Get comfortable: Make sure the room is well lit, quiet, a comfortable temperature, and all the seats have a good view of the speaker and visual aids.
- Pick the right time: Make meeting for earlier in the day to avoid running into employees end of shift. Ensure you end on time or earlier than scheduled.
- Strike a balance: Identify and discuss issues, but also work on finding solutions.

### After the meeting:

- Acknowledge employees: Thank employees for their participation and ideas.
- Give feedback: Post the minutes of the meeting for all workers, and the plan for the action items.
- Turn ideas into action: Act on items that were most important immediately, set deadlines for the remaining items.

When preparing for a health and safety meeting, you should try to avoid any interruptions (e.g. phone calls, people either coming in or being called out of the room). Too many interruptions can create a false impression that the meeting unimportant, and secondary to the normal day-to-day activities.

An agenda serves a guide to the attending members to prepare for the meeting as well as maintaining organization and flow of the meeting. The committee should devote its attention to health and safety matters, and should not be used as a form of airing general complaints and grievances.

Decisions, whenever possible, should be made by consensus, avoid formal voting (as this divides the committee). Allow each person to present arguments to be debated by all committee members

The committee's main function is to make recommendations; each meeting should end with a specific recommendation for action.

- State the problem in clear terms based on known facts
- Investigate the problem to find its root cause
- Recommend action(s) to correct the problem

## Facilitating Effective Safety Meetings

### How to complete a minutes form

1. Submit the complete name (including department and branch where applicable), mailing address with postal code and the phone number of the organization. This information is used to mail out information to your committee and to file your minutes correctly.
2. Include name of additional committee(s) if there is more than one committee at the same address.
3. Enter the site address, if it is different from the mailing address to help us locate your committee.
4. Record the total number of persons employed at your workplace, including both full time and part time employees.
5. Fill in the meeting date.
6. Ensure meetings are held regularly. The minimum requirement for meetings is quarterly. Indicate when the next meeting is to be held. If no date is set, scheduling becomes more difficult.
7. Enter the names of your co-chairpersons. Co-chairpersons are key people and the names must be posted to ensure workers can contact them when necessary.
8. List the names and occupations of all your current committee members, identifying each as a worker or management member. Management members can not outnumber worker members.
9. Indicate whether each committee member was present or absent. This is necessary to determine whether or not a quorum was present at the meeting.
10. Ensure a quorum is present at all your meetings. A quorum exists when both management and workers are represented, at least one half of all the committee is present and at least one half of those present are workers.
11. Review all old concerns from previous meetings. So not remove any items from the minutes until you have record it is complete.
12. List the details of all items discussed. Describe all new concerns, problems and other business discussed at your meeting. An example of workplace safety and health committee agenda is included in this manual.
13. Indicate the action taken or the committee's recommendation as to what should be done to resolve the issue for each item listed along with the name of the person responsible for handling it. This is essential to track issues, ensure they are dealt with and communicate the action to those not at the meeting.
14. Decide on and record a reasonable target date for each item. Target dates assist in the problem solving process and give employers and workers objective to strive for.
15. Review all injuries and incidents that have occurred in your workplace and ensure steps have been taken to prevent reoccurrence.
16. Ensure both co-chairpersons or their designates, sign the minutes after reviewing the contents to determine accuracy.
17. Send one copy of the minutes to Workplace Safety and Health Division within two weeks of the meeting.
18. Post one copy of the minutes on your committee bulletin board for worker information. Send one copy to the employer. Retain one copy in your files.
19. Use the same format as the Workplace Safety and Health Division shown in this book if you wish to set up your own form on the computer. Following this arrangement will help you identify, assess and solve the problems in your workplace.





## Safety Tips for Employees

Everyone in your workplace has a responsibility to health and safety; your employer, your co-workers and you. When you are starting new job, it is important to ask your supervisor/employer the following health and safety related questions.

- What are the potential hazards of the job? A few examples, will you be working with sharp tools, in a busy, crowded area, or chemicals.
- Is job safety training available? When will I receive this training?
- What safety equipment do I need to do my job? What clothing is appropriate to wear to work? For example, you may need to wear sturdy, closed toe shoes while on the job.
- Do I need to wear personal protective equipment (PPE)? Will I receive training on how to use the PPE?
- What do I do in case of fire or other emergency? Where are the exits?
- Where do I find fire extinguishers, first aid kits, first aid rooms and emergency assistance? Are there employees that are trained in first aid/CPR?
- What are my responsibilities regarding health and safety?
- Who should I report it to in case I notice something wrong? (e.g. broken machinery or tools).
- Who is responsible for answering safety related questions?
- What do I do if I get injured, or have an accident?