## HEALTH AND SAFETY COMMITTEE POLICY

[Organization Name] is committed to ensuring the health and safety of all its employees. In pursuit of that, [Organization Name] will abide by all federally outlined legislation as established by the *Canada Labour Code* (CLC). 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 work place health and safety committee is required to ensure the health and safety of all individuals on the premises. The committee shall be composed of at least two members.

At least half of the members on 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 chosen by the employer.

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

Members should not stay on the committee for more than two years in a row.

Duties

The following are the powers of the committee under the *Canada Labour Code (Source: Government of Canada)*:

1. Consider and expeditiously dispose of health and safety complaints;
2. Participate in the implementation and monitoring of programs for the prevention of work place hazards;
3. Participate in the development, implementation and monitoring of programs to prevent work place hazards, if there is no policy committee in the organization;
4. Participate in all of the inquiries, investigations, studies, and inspections pertaining to employee health and safety;
5. Participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices, or materials, and, if there is no policy committee, participate in the development of the program;
6. Ensure that adequate records are kept on work accidents, injuries and health hazards;
7. Cooperate with health and safety officers;
8. Participate in the implementation of changes that may affect occupational health and safety, including work processes and procedures, and, if there is no policy committee, participate in the planning of the implementation of those changes;
9. Assist the employer in investigating and assessing the exposure of employees to hazardous substances;
10. Inspect each month all or part of the work place, so that every part of the work place is inspected at least once a year;
11. Participate in the development of health and safety policies and programs, if there is no policy committee.

The committee will be provided with the information necessary to identify existing or potential hazards in the workplace. They will also be provided with information relating to any tests conducted regarding health and safety. However, they will not be provided with information that will violate the privacy of another employee.

Committee Meetings

The work place health and safety committee can establish its own rules of procedure pertaining to the administration and operation of the committee such as where and when to meet.

However, the health and safety committee must meet nine (9) times a year, at regular intervals and during regular working hours. If more meetings than this are required, the committee should be held during regular hours, but may meet outside of regular hours if necessary.

The employer is responsible for providing a place to meet on the premises as well as any equipment required to operate the committee effectively.

Minutes will be taken at each committee meeting and then retained in the event of an inspection or examination.

Inspections

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

In the case of employees working from home, employees are to submit their concerns to the committee via email and must inspect their own workstations.

Committee Recommendations

The health and safety 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 when the recommendation will be implemented when [Organization Name] agrees with the recommendation and reasons why when the recommendation is disagreed with and/or not accepted.

Committee Member Training

[Organization Name] will ensure that the health and safety committee members receive training on their responsibilities for health and safety.

Compensation for Time

Members of the committee are entitled to be paid at their regular rate in order to attend meetings or perform any of their functions. This includes any travel or prep time that is authorized by the committee chairpersons.

Liability

Health and Safety Committee members will not be held personally liable for anything done or not done in good faith under the regulations of the CLC.

Record-Keeping

The health and safety committee is required to keep records of all inspections, recommendations, accidents, hazards, and any other health and safety matters that they become aware of during the course of their duties. As required, these records must be provided to a health and safety officer.