## HEALTH AND SAFETY COMMITTEE

[Organization Name] is committed to ensuring the health and safety of all its employees. In pursuit of that, [Organization Name] will abide by all provincially outlined legislation for the province of Alberta as established by the Alberta Occupational Health and Safety Act. Further, [Organization Name] recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

SCOPE

This policy applies to Alberta workplaces with 20 or more total employees/supervisors. Please note that volunteers are not counted in the total employee count; however, volunteers may be members of the health and safety committee.

POLICY

As [Organization Name]’s workforce exceeds 20 or more employees, a joint health and safety committee is required to ensure the health and safety of all individuals on the premises. The committee shall be composed of a minimum of 4 members in total with half of the members representing workers and half of the members representing management.

At least half of the members on the health and safety committee will not exercise any managerial/leadership duties. The members of the committee shall be chosen by the rest of the employees. At [Organization Name], (Insert Role) is the management representative.

The management representative and the employee representative chosen by the rest of the employees are the co-chairs of the committee. They will be trained as per the Alberta Occupational Health and Safety Act. Their time spent in training will be considered work time, and they will be compensated at their regular rate of pay.

[Organization Name] is responsible for the costs incurred by the training program. In the event that one or both of the co-chairs leave [Organization Name], they shall be replaced and their replacement(s) trained as soon as reasonably possible.

**For additional details, please see the Terms of Reference.**

Committee Duties and Responsibilities

The following are the duties of the committee under the Occupational Health and Safety Act:

* Identify situations that may pose a danger or a hazard to employees;
* Provide recommendations to [Organization Name] on ways to improve safety in the workplace for employees;
* Make recommendations regarding establishing, maintaining, and monitoring any health and safety measures, procedures, or programs to [Organization Name];
* Request and be provided information from [Organization Name] about:
* Identify potential or current hazards involving materials, processes, equipment;
* Be provided information by the employer about any tests regarding health and safety in the workplace (could be related to machinery, equipment, chemical or physical agent, material, or biological element, etc.);
* Be present and be consulted about any testing in the workplace, as necessary;
* 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; and
* 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 the HS committee to discuss health and safety matters
* Complete records of each meeting and post them on the bulletin board

Co-chair Powers

In the event the committee does not reach a consensus, the co-chair(s) have the power to provide written recommendations to [Organization Name]. These recommendations shall be responded to within 30 days of their receipt. The response will include when the recommendation is implemented when [Organization Name] agrees with the recommendation and reasons why when the recommendation is disagreed with and/or not accepted.

Committee Meetings

The health and safety committee will determine its meeting schedule and hold meetings during normal working hours. Minutes will be taken at each meeting. Regular meeting minutes must be retained and posted for a period of time determined by the committee. Special meeting minutes must be retained and kept readily available for two years in case they are requested by a committee member or an Alberta OHS officer.

Members of the committee are considered to be “at work” when attending meetings or performing health and safety duties. Members are entitled to paid time to attend meetings and complete any related duties. Committee members will not be expected to complete these duties on their own time.

A special meeting must be held if requested by an OHS officer or as outlined in the committee’s terms of reference.

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

Inspections

One of the members of the committee will be required to complete monthly health and safety inspections. The committee is required to establish a schedule for the completion of these inspections.

When possible, it should be the co-chair who completes the inspection, but the co-chair is not required to complete every inspection. [Organization Name] will ensure that the member completing the inspection has suﬃcient time to complete it. These inspections shall be kept on ﬁle. In the event that the member requires information and/or assistance in completing the inspection, they shall be provided with it.

If any hazards or dangers are noted during the inspection, the committee member must inform the committee of their ﬁndings, and the committee must discuss this information as soon as reasonably possible.

In the Event of a Serious Injury or Death

If a serious injury or death occurs, a member will be required to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved). Following the inspection, the member is required to present their written ﬁndings to the (Insert title) and to the committee.

Posting Committee Members’ Names

[Organization Name] will post the name of the members of the committee, as well as their work departments, in an accessible location so that all employees are aware of who is on the committee.

Terms of Reference

As required by Alberta health and safety regulations, [Organization Name] will create a Terms of Reference for the Joint Health and Safety Committee.