## OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (OHSC) POLICY

[Organization Name] is dedicated to the health and well-being of all of its employees. To that end, [Organization Name] will comply with all provincial legislation in Newfoundland and Labrador, as outlined by the *Occupational Health and Safety Regulation*, which is governed by the *Occupational Health and Safety Act*. Additionally, [Organization Name] recognizes that as an employer, it bears primary responsibility for the health and safety of its facilities.

POLICY

Where [Organization Name] has a workforce of more than 20 persons, the company will organize an Occupational Health and Safety Committee.

Committee Selection

A Committee shall consist of the number of persons, as agreed upon by [Organization Name] and the workers, but shall not be less than 2 nor more than 12 persons.

At least half the committee’s members will be representing the workers and must not be connected with the management. These members are to be elected by other workers or appointed in accordance with the constitution of the union of which the workers are members, if applicable.

[Organization Name] shall appoint sufficient employer representatives.

The employer and worker committee members shall elect a co-chairperson from their respective groups.

[Organization Name] shall post the names of the committee members in a prominent place at the workplace.

Duties of the Committee

An OHS Committee established under the Act shall do the following:

* seek to identify aspects of the workplace that may be unhealthy or unsafe;
* participate in a workplace inspection that an employer is required by the regulations to conduct;
* make recommendations to principal contractors, employers, workers, self-employed persons and the assistant deputy minister or an officer for the enforcement of standards to protect the health, safety and welfare of workers at the workplace;
* receive complaints from workers as to their concerns about the health and safety of the workplace and their welfare;
* establish and promote health and safety educational programs for workers;
* maintain records as to the receipt and disposition of complaints received from workers under paragraph (c);
* cooperate with the assistant deputy minister or an officer who is exercising their duties under the Act; and
* shall perform those other duties and follow those procedures that may be prescribed by the regulations.

Training

Per the Act, [Organization Name] shall provide and pay for training for:

* the members of the committee if 50 or more workers are employed by the organization, or
* the co-chairs only if 10-49 employees are employed.

Committee members or the co-chairs only, as noted above, are required to attend training that meets the Workplace Health, Safety, and Compensation Commission's criteria.

[Organization Name] shall compensate an employee who attends training as if they were attending regular work, in accordance with the Act.

Meetings

A committee shall meet at least once every three months during regular working hours, and no worker shall be denied pay or other benefits while participating in a committee meeting.

Minutes from the OHSC meeting shall be posted in a prominent place within the workplace.