## HEALTH AND SAFETY COMMITTEE POLICY

[Organization Name] is committed to ensuring the health and safety of all employees. In pursuit of that, [Organization Name] will abide by all provincially outlined legislation as established by the *Yukon Workers' Safety and Compensation Act*. 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 health and safety committee (committee/HSC) is required to ensure the health and safety of all individuals on the premises. The committee shall be composed of at least four members, and at least two of these members must be representatives of the workers. If the committee has additional members, at least half of them must not exercise managerial functions.

The worker representatives of 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 assigned by the employer.

The names of those on the health and safety committee, as well as their contact information, will be posted on the health and safety board so that employees know who to contact.

Co-Chairs

The HSC is led by two chairpersons (co-chairs). One of these people is chosen by the worker members of the committee and the other by the employer members of the committee. The co-chairs shall alternate the chairing of committee meetings and participate in all deliberations and decisions.

Training

[Organization Name] will ensure that committee members, including co-chairs, are oriented to their duties and responsibilities within 30 days of being selected for the committee.

Within 6 months of choosing the co-chairs and other committee members, the members must be trained to competently perform their duties.

Note: at least one worker member on the committee must be thoroughly trained to be able to participate in investigations of serious incidents, injuries, deaths, and refusals of unsafe work. This must be accomplished within 6 months of the worker member joining the committee.

[Organization Name] will be responsible for all training costs for committee members and will ensure that committee members are paid for training time as if it were regular working time.

Meetings

Health and safety functions, including meetings, must be completed during work hours and any time spent by the members on health and safety duties is considered work-time, meaning members will be reimbursed for their time as per their regular hours of work.

The committee must meet monthly, at minimum, during normal working hours. In the case of a urgent matter, e.g., accident or serious incident, the committee may hold an extra meeting and it can be outside of normal working hours.

All meeting minutes must be recorded and stored so that they can be reviewed by HSC members or an OHS officer, as required.

Duties and Powers of the HSC

The health and safety committee has the following duties and powers: 

* Inspect the physical condition of the workplace monthly
* Observe and participate in any applicable tests for noise, lighting, and controlled products or agents in the workplace
* Accompany the safety officer during an investigation of any serious accidents or injuries in the workplace
* Identify situations that may be dangerous or hazardous for workers or others
* Respond to health and safety concerns of workers, including complaints
* Develop health and safety policies and safe work procedures
* Develop and promote education and training programs
* Make recommendations to [Organization Name] for the improvement of worker health and safety in the workplace
* Review all accident reports and participate in investigations of accidents and near-misses
* Investigate worker reports of dangerous work and refusal to work
* Provide health and safety orientations for new employees
* Maintain records with regards to their duties

Employer Responsibilities

Employers must:

* Set up and maintain a health and safety committee with both employer and worker representatives
* Provide adequate resources, time, orientation and training to help the committee and its representatives function effectively
* Post the names of committee members
* Ensure committee meetings are held and that members can carry out their duties and functions during normal working hours
* Consult and cooperate with the committee regarding the duties and matters of the committee
* Respond to any recommendations from the committee in a timely manner