

**WORKPLACE OCCUPATIONAL
HEALTH AND SAFETY COMMITTEE**

OVERVIEW

- **Mandatory establishment**
 - Each workplace with 20 or more employees
- **Meetings of committee**
 - At least nine meetings a year at regular intervals
- **Committee meetings and preparation**
 - Committee meetings during hours of work and
 - Time provided for travel and preparation of meeting

DUTIES OF WORKPLACE COMMITTEE

Right to participate and to know

Shall participate in:

- Development and monitoring of a program for the prevention of hazards in the workplace
- All of the inquiries, investigations, (**including work refusals**), studies and inspections pertaining to the health and safety of employees
- The implementation and monitoring of personal protection equipment
- Assisting the employer in investigating and assessing the exposure of hazardous substances
- The implementation of changes that might affect OH&S in the workplace
- The development of H&S policies and programs (where there is no policy committee)

SHALL HAVE ACCESS (RIGHT TO KNOW)

- To any information that the committee considers necessary to identify existing or potential hazards with respect to materials, processes, equipment or activities
- To all of the government and employer reports, studies and tests relating to the health and safety of the employees

EFFECTIVE WORKPLACE HEALTH AND SAFETY COMMITTEE MEETINGS

Establish concise committee Terms of
Reference

- Roles and responsibilities
- Agenda approval
- Approved time required for the preparation of committee meetings
- Training of committee members

WORKPLACE H&S COMMITTEE TRAINING

- Mandatory training provided by Employer
- Training provided by Union (leave with or without pay)
 - PSAC Regional and National Conferences
 - UNE National Conferences
- Other sources of training
 - Canadian Center for Occupational Health and Safety
 - Provincial Health and Safety organizations

COMMITTEE MEETING PREPARATION

Committee agenda and standing agenda items

- Policy review
- Training
- Accident and incident reports

EFFECTIVE AGENDA ITEM PRESENTATION

Supporting arguments

Resource Information

- Act (general requirements)
- Regulations (more prescriptive)
- Collective agreement
 - i.e. National Joint Committee (NJC) directives
- National Committee policies
- Employer policies
- Workplace policies

OTHER RESOURCE INFORMATION

- Canadian Center for Occupational Health and Safety
- CLC Labour affairs officers (our UNE members)

COMMITTEE PREP MEETINGS

- Review of agenda items
- Support from all participants (including other bargaining agent representatives)
- Shared responsibility in presentation of agenda items

COMMITTEE MEETINGS

- Approval of previous committee minutes
- Effective development of new workplace policies
 - Clear employee/employer roles and responsibilities
 - Clear procedures
 - Training
- Ensure that committee decisions are clearly reflected in the minutes
- Tentative dates of next committee meeting