



(Site/Program Name)

WORKPLACE SAFETY AND HEALTH COMMITTEE

TERMS OF REFERENCE

PURPOSE:

The purpose of the joint committee is to work cooperatively with the employer in identifying and resolving safety and health issues in support of a planned workplace safety and health program and to prevent injuries and diseases in the workplace.

MEMBERSHIP

The (*committee name*) consists of (4 – 12) members.

- (2-6) management representatives
- (2-6) employee representing workers who are not associated with management of the workplace
 - members to be appointed in accordance with the constitution of the unions representing the workers at the workplace
 - non-union member to be appointed by non-union staff at the workplace
(e.g. A non-union committee member is optional and should depend on how many non-union staff work for the site.)

CO-CHAIRS

- The committee shall have two co-chairs, one chosen by the employer of the workplace, the other chosen by the worker members of the committee.
- Co-chairs shall alternate in serving a chairperson at the meetings
- Co-chairs shall serve in their position for a term of one to two years
- Co-chairs may serve consecutive terms

TERMS OF OFFICE

- The term of office of committee members shall normally be Two years (or by union constitution). Each member shall hold office until his/her successor is elected or appointed.
- Time off for committee work and entitlement to pay
- Committee members will receive time off from their regular duties to perform the following safety and health committee work;
 - One hour to prepare for committee meetings
 - Time required to attend committee meeting
 - Time required to attend safety and health training in accordance with the WS&H Act Section 44.
 - Such time as required to carry out other assigned duties of a committee member.
- Committee members are entitled to payment at regular or premium rate of pay for attending meetings or carrying out duties and responsibilities under the Act or the Regulations.
- Approval for time/pay related to committee duties or education shall be pre-approved by the employee's manager/director.

MEETINGS

- Committee meetings are to be held 4-12 times per year with a maximum of 90 days between meeting
- Meetings will be held in the months of () on a (e.g. third Tuesday of the month) from (00:00 to 00:00 hours)
- (e.g. include process to cancel, re-schedule or call additional meetings when required)

QUORUM

- Quorum shall be established at half the employees and employer members and half of employer members.
- Quorum is required for formal motions

ROLES

Co-chairpersons

- Prepare agenda
- Alternate chairing meetings
- Responsibilities consistent with committee members
- If a co-chairperson is unable to attend a scheduled meeting, they shall designate another committee member from the same representation group (employee or employer), to assume the role of co-chair at the meeting.

Committee Members

- Regularly attend scheduled committee meetings
- Actively contribute to the WS&H committee
- Be aware of and familiar with the Manitoba Workplace Safety and Health Act and Regulations (W210)
- Be aware of familiar with Southern health Santé Sud WS&H policies and procedures

Recorder/Secretary

(Optional for each committee. If no recorder is appointed, the committee will appoint a committee member to assume this role)

- Distribute agendas and committee information to committee members at least three days in advance of committee meeting.
- Post agendas on the WS&H Bulletin Board at least three days in advance of committee meeting
- Recording minutes of the meeting,
- Arrangement in preparing official minutes using provincial WS&H Branch or WS&H Branch approved committee template
- Submission of completed minutes to the co-chairs for review and signatures.
- Retain signed original minutes on site for the official records of the committee for a minimum of 10 years.
- Within one week of meeting; distribute minutes:
 - To committee members.
 - Post minutes on designated WS&H bulletin board(s)
 - Workplace Safety and Health Branch by fax (204) 948-2209 or e-mail scanned copy to cominutes@gov.mb.ca
 - Southern Health Regional WS&H Program wsh@southernhealth.ca
 - Maintain WS&H Bulletin Board. Removal of old minutes, inspection findings, and other dated material and replace with new minutes and other safety related material.

INCIDENT/WORK REFUSAL INVESTIGATIONS

- Investigated by the co-chairpersons of the committee at the workplace or their designates.
- The resulting investigation will be added to the agenda of the next regularly scheduled meeting

INSPECTIONS

- Inspections of the workplace shall occur quarterly (every 90 days).
- To be conducted by an employer and employee representative.
- Regional checklist are to be used at each inspection of the workplace by the committee members.
(inspection checklists can be altered for area to be inspected. Changes to the inspection checklists must contain criteria in WS&H Act and Regulations W210).

RECOMMENDATIONS OF THE COMMITTEE

- Safety and health recommendations by the committee shall be in writing to the employer.

TERMS OF REFERENCE

- Review to occur every 3 years from the creation or date of last review and each time a new representative is elected/ appointed.

Date Created:

Date of review/Revision: