



Team Name: Workplace Safety & Health Program Team Lead: Regional Manager-WS&H Program Approved by: Vice President – Human Resources	Reference Number: ORG.1513.PL.003 Program Area: Human Resources Policy Section: Workplace Safety & Health
Issue Date: November 3, 2017 Review Date: Revision Date:	Subject: Workplace Safety & Health (WS&H) Committee

**POLICY SUBJECT:**

Workplace Safety and Health Committee

**PURPOSE:**

Southern Health- Santé Sud is committed to providing a safe and healthy workplace for its workers. This policy has been developed to ensure that Workplace Safety and Health Committees are in place and functioning effectively. The Workplace Safety and Health Committee shall be consulted for their input for all matters relating to the safety and health of workers.

**BOARD POLICY REFERENCE:**

Executive Limitations (EL3) Treatment of Staff

**POLICY:**

- Where required by the Workplace Safety and Health Act, the facility/site/program shall establish a Workplace Safety and Health Committee.
- The committee must have written rules of procedure for discharging its duties and/or responsibilities. These rules must include but are not limited to:
  - regular meetings of the committee; (day, time, and place of meetings).
  - the procedure to be followed and the type and amount of notice to be given to change the day, time, or place of a regular meeting; and
  - rules respecting the conduct of the committee meeting.
- The committee must meet within one month of being established and, after that, at regular intervals not exceeding three months as specified in the committee’s written rules of procedure.

**COMMITTEE DUTIES**

To jointly consider, monitor, inspect, investigate, and review health and safety conditions and practices within the site/facility/program. The duties of the committee include but not limited to:

- The receipt, consideration and disposition of concerns and/or complaints relating to the safety and health of employees;
- Participation in the identification of risks to the safety and health of employees or other persons, arising out of or in connection with activities of the workplace;
- The development and promotion of measures to protect the safety, health, and welfare of the

- persons in the workplace, and checking the effectiveness of such measures;
- Cooperation with a safety and health officer who is exercising his/her duties under the Workplace Safety and Health Act;
- Cooperation with the regional Human Resources- Workplace Safety and Health Program.
- The development and promotion of programs for education and information concerning safety and health in the workplace.
- May be involved in the resolution of refusals of dangerous work.
- Participation in the inspection of the workplace at regular intervals and participation in investigations of accidents and dangerous occurrences at the workplace;
- Review of statistical information, investigation and/or reports related to injuries, near misses and dangerous occurrences at the workplace
- The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and,
- Such other duties as may be specified in the Workplace Safety and Health Act or prescribed by regulation.

## RESPONSIBILITIES

### ➤ Employer

- Act in accordance with the objects and purposes on the Act by ensuring, so far as is reasonably practical, the safety and health and welfare at work of all his/her workers, and comply with the Act and regulations.

### ➤ Directors/Managers/Supervisors

- Assign responsibilities to staff within the facility/site/program to ensure implementation of this policy
- Ensure resources (information, training, equipment and time) are available to ensure compliance to this policy.
- Consult and co-operate with the workplace safety and health committee regarding the duties and matters with which that committee is charged under the Workplace Safety and Health Act and Regulation.
- Provide committee with a suitable location for meetings and appropriate resources for carrying out its duties and functions.
- If requested by the committee or representative, the employer or prime contractor shall disclose the following to the committee or representative:
  - Information concerning the testing of any equipment, device, or any chemical or biological substance used at the workplace;
  - An inspection or investigation report respecting safety and health at the workplace, other than a harassment investigation report;
  - A report respecting workplace safety and health monitoring or audits;
  - A report providing summary information on the results of a harassment investigation, without disclosing the circumstances relating to the complaint or any information that could identify a worker or other person involved with the matter.
- If an employer receive a written recommendation from the representative, committee or committee co-chairperson identifying anything that may pose a danger to safety or health of any person, the employer shall respond in writing to the committee or representative within 30 days after receiving the recommendation. The response of an employer must:
  - contain a timetable for implementing the recommendations that the employer accepts;
  - contain any interim control measures that the employer will implement to address the danger posed to the safety or health of a person; and

- give reasons why the employer disagrees with any recommendation that the employer does not accept.
- **Workers**
    - Consult and co-operate with the workplace safety and health committee.
  - **Workplace Safety and Health Committee**
    - Ensure the duties of the committees are followed within the regional Workplace Safety and Health Terms of Reference.
    - A committee member must not disclose a worker's personal health information unless the disclosure is required or permitted by law.
    - Participate/lead in regular site/facility inspections
  - **Regional Workplace Safety and Health Program**
    - Assist facility/site/program with interpretation and implementation of this policy.
    - Act as a resource for the Workplace Safety and Health Committees.
    - Provide regional safety and health reports to the committees.
  - **Minutes**
    - All meetings are recorded and minutes posted in designated area(s)
    - Copy of minutes to be circulated to:
      - Workplace Safety and Health Committee members
      - Manitoba Labor- Workplace Safety & Health Branch - Winnipeg
      - Posted on designated Workplace Safety and Health Bulletin Board
      - Regional Workplace Safety and Health Program

**SUPPORTING DOCUMENTS:**

<a href="#">ORG.1513.PL.003.FORM.01</a>	Workplace Safety and Health- Minute template
<a href="#">ORG.1513.PL.003.SD.01</a>	Workplace Safety and Health- Terms of Reference-Committee
<a href="#">ORG.1513.PL.003.SD.02</a>	Workplace Safety and Health- Inspection checklist
<a href="#">ORG.1513.PL.003.SD.03</a>	Workplace Safety and Health-Inspection Summary Report (sample form)

**REFERENCES:**

Government of Manitoba (2014). The Workplace Safety and Health Act W210. Winnipeg: Queen's Printer.  
[www.safemanitoba.com](http://www.safemanitoba.com)

Government of Manitoba (2014). The Workplace Safety and health Regulation – 217/2006. Winnipeg: Queen's Printer. [www.safemanitoba.com](http://www.safemanitoba.com)

Government of Manitoba, Workplace Safety and Health Committee Manual [www.safemanitoba.com](http://www.safemanitoba.com)

Winnipeg regional Health Authority (2009). Occupational and Environmental Safety and Health Operational Procedure. Winnipeg n.p. [www.wrha.ca](http://www.wrha.ca)