



SAFE WORK



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Workplace Safety and Health Committee Checklist

Forming a Safety and Health Committee

- ✓ A committee is required for each workplace where at least 20 of the employer's workers are employed.
- ✓ The number of employer members must not exceed the number of worker members.
- ✓ In a unionized workplace, the union(s) should select/elect worker members in accordance with their constitution.
- ✓ In a non-unionized workplace, the employer should designate one or more workers not connected with management to coordinate the democratic election of worker members.
- ✓ Term of office is two years. Members are eligible for re-election.
- ✓ No employer or worker shall attempt to influence the appointment or election of the other party's members.

Committee for Construction Project Site

- ✓ A prime contractor shall establish a safety and health committee at a construction project site if a total of 20 or more workers are involved, and the project is expected to require more than 90 days to complete.

Duties of the Employer

- ✓ Establish a written workplace safety and health program. See Section 7.4(1) of the Manitoba *Workplace Safety and Health Act, W210*.
- ✓ Send a copy of the Safety and Health Committee Minutes to the Manitoba Workplace Safety and Health Division within 7 days of receiving a copy.
- ✓ Respond in writing to committee recommendations within 30 days, unless the recommendations have been implemented.
- ✓ Provide a bulletin board in a prominent place for the exclusive use of committee members in connection with safety and health subjects.
- ✓ Provide a meeting place for the committee during regular working hours.
- ✓ Provide each committee member two days paid educational leave annually for safety and health training seminars.
- ✓ Consult and cooperate with the committee.
- ✓ Advise the safety and health committee of planned introduction of new equipment, new operating procedures or new chemicals or other substances or materials.

- ✓ A committee member is entitled to take time off from his/her regular work duties in order to carry out his/her duties as a committee member. The member shall be paid by his/her employer at the member's regular or premium pay, as applicable, for all time spent carrying out his/her duties as a committee member.

Meeting Guidelines

- ✓ There are to be two co-chairs: one chosen from and by worker members, and one chosen from and by employer members.
- ✓ Meet regularly at intervals determined by the committee but not less than once in each calendar quarter.
- ✓ A quorum consists of one half of the worker members and one half of the employer members.
- ✓ The committee may decide to invite other persons to attend the meeting in an advisory or observer capacity only. Use the three stage procedure for handling concerns:
 - Stage One (Direct Resolution) – Supervisor shall attempt to resolve the matter, with involvement from a worker member of the Committee where practicable, and, in certain circumstances, the affected worker as well. Concerns resolved in this manner shall be recorded in the minutes of the next meeting.
 - Stage Two (Committee Involvement) – Where a satisfactory resolution is not achieved at the first stage, the Committee member or supervisor shall ensure the concern is on the agenda of the upcoming meeting for the purpose of resolution. The concern shall be placed on the agenda of each successive meeting until it is resolved.
 - Stage Three (Outside Assistance) – If the committee members are unable to resolve the concern, they shall request assistance from the Manitoba Workplace Safety and Health Division of the Department of Labour & Immigration. They may also request assistance from other appropriate consultation services. It is preferable that all Committee members agree on the request for assistance, however such an agreement is not required.
- ✓ Everyone is responsible to make the committee a team effort - this is not a negotiating table!

(See over)

Workplace Safety and Health Division Contact Information:

Winnipeg: (204) 945-3446
Toll-Free: 1-866-888-8186 (Manitoba only)
24-Hour Emergency Line: (204) 945-0581

Publications/resources available at: www.safemanitoba.com



<p><i>Duties and Responsibilities of Committee Members</i></p> <ul style="list-style-type: none"> √ Protect the anonymity of complainants who request same. √ Inspect dangerous conditions and/or call a special meeting to resolve the concern. √ Notify complainants of any decisions or recommendations made by the committee relating to their concerns. √ Periodically carry out plant wide surveys to determine types of tasks performed, operating methods used, and hazards and problems which may be encountered in the course of workplace operations. √ On a regular basis, and prior to regular meetings, inspect the workplace and the operations conducted therein. √ Participate in investigations of incidents and dangerous occurrences at the workplace. √ Review safety of new equipment, materials or processes and make recommendations accordingly. √ Worker co-chair or designate must accompany a Safety & Health Officer during any inspection or investigation. They may be joined by the employer co-chair or designate. Both co-chairs/designates shall be present during discussion of the inspection or investigation report and shall sign the report indicating they have read it. √ Hold plant or office meetings/discussions/presentations to discuss, critically evaluate and get input on safety and health matters. √ Distribute and display safety and health information and educational materials relevant to your workplace. √ Ensure the Safety and Health minutes have been given to the employer. <p><i>Duties and Responsibilities of Co-chairs</i></p> <ul style="list-style-type: none"> √ Chairpersonship alternates between the two from meeting to meeting. √ Co-chairs participate as equally as any other member in the discussions and decisions of the committee. √ Conducts investigations of serious incidents. √ May call special meetings to deal with matters of urgent concern. 	<p><i>Agenda</i></p> <ul style="list-style-type: none"> √ Co-chairs of the committee prepare the agenda. √ Include the place and time of the meeting. √ Forward to individual committee members at least three clear days in advance. √ Post the agenda on the Safety and Health Bulletin Board in advance. √ Stick to only safety and health issues at the meetings. <p><i>Minutes</i></p> <ul style="list-style-type: none"> √ Use WS&H forms or create your own form (using the same info as the WS&H forms ONLY) to record minutes. √ Put the name & address of your workplace on the minutes. √ List those in attendance and their role: i.e. worker rep, employer rep, resource person, etc. √ Record the date an issue is/was raised (use the Origin column on the WS&H forms). √ Minutes must be signed by both co-chairs. √ Minutes must be kept for 10 years. √ Within 7 days, distribute minutes as required. √ Put one copy in your safety and health committee files. √ Circulate minutes to safety and health committee members. √ Post minutes on your Safety and Health Bulletin Board. √ Fax to WS&H at 948-2209; mail minutes to WS&H, or e-mail to WS&H at: cominutes@gov.mb.ca. √ Minutes will be reviewed by your Safety and Health Officer. √ Phone or write your Safety and Health Officer if you are unable to resolve an issue yourselves and would like his/her assistance in finding a solution. <p><i>The Safety and Health Bulletin Board</i></p> <ul style="list-style-type: none"> √ Must be readily accessible to workers. √ Post the names of all committee members, how to contact them and their term of office expiry date. √ Post scheduled dates (and times, when available) of committee meetings. √ Post the agenda for each meeting ahead of time. √ Post the minutes for each meeting within one week after and for at least one month after the next meeting. √ Items recommended from time to time by committee members for posting. √ Items issued from time to time by WS&H for posting
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Reference to legal requirements under workplace safety and health legislation:

- Workplace Safety and Health Committees and Representatives: Workplace Safety and Health Act W210 Parts 40 and 41
- Workplace Safety and Health Committees and Representatives: Manitoba Regulation 217/2006 Part 3

Additional workplace safety and health information available at: www.safemanitoba.com