



Reference:

Part 3 - Joint Work Site Health and Safety Committees and Health and Safety Representatives of the Occupational Health and Safety Act

Part 2.13(6) - Joint Work Site Health and Safety Committees and Health and Safety Representatives of the Occupational Health and Safety Code

## **ESTABLISHMENT OF A JOINT WORK SITE HEALTH & SAFETY COMMITTEE (HSC)**

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The Joint Work Site Health & Safety Committee (referenced from now on as: HSC), will be established on the basis that 20 or more workers are employed at the company. For the purpose of calculating the number of workers at the company we will use an average of full and part time workers present over the previous 12 months. Where a company employs between 5-19 workers, a health and safety representative (HS Representative) may be designated.

The HSC shall consist of a least 4 people, half of which must be represented by workers who are not associated with the management of the worksite. They are to be appointed to the HSC by the workers they represent. There will be two co-chairs, one chosen by the employer members and one chosen by the worker members. Co-chairs must alternate at every meeting of the HSC. The term of office for any members of the HSC is not less than one year and may continue until their successors are selected or appointed.

Swab Master Ltd. shall ensure that the names and contact information of the HSC members are posted visibly at every work site where workers are represented by the committee. A quorum must be reached in order to conduct a HSC meeting. A quorum is one half of the members if both worker and employer members are present and at least half of those present are worker members. Any business of the HSC that is conducted where a quorum is not present is not validly transacted, and any meeting of the HSC that is held where a quorum is not present is not a valid meeting of the committee.

## **DUTIES OF THE HSC**

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The duties of a joint work site health and safety committee include the following:

1. The acknowledgment, consideration and nature of worker concerns and complaints, respecting the health and safety of workers.
2. Participation in the identification of hazards to workers or other people resulting from or in connection with activities at the worksite.
3. The development and promotion of controls to protect the health and safety of people at the worksite and checking the effectiveness of those controls.
4. Cooperation with any officer exercising duties under the Occupational Health and Safety Act, Regulation or Code.
5. The development and promotion of programs for education and information concerning health and safety.
6. The making of recommendations to the employer respecting the health and safety of workers.
7. Review employer's work site inspection documentation.
8. Participation in investigations of serious injuries and incidents.
9. Maintenance of records in connection with concerns or complaints reported to the committee.
10. Such other duties as specified in the Occupational Health & Safety Act, Regulation or Code.



## **MEETINGS OF THE HSC**

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The joint work site health and safety committee shall meet within 10 days of its establishment and thereafter at least quarterly. The HSC will hold its meetings and carry out its duties and functions during normal working hours. Either co-chair of the HSC may call a special meeting of the committee to deal with urgent concerns at the worksite. The HSC must convene a special meeting if requested to do so by an Occupational Health & Safety Officer. The co-chair of the HSC must ensure that the minutes of each meeting of the committee are recorded, copies of the minutes are given to the employer within 7 days of the meeting and copies of the minutes are provided by electronic means at the worksite with 7 days of the meeting.

The employer will maintain a copy of the minutes for two years and have them readily available for inspection by a joint work site health and safety committee member or an Occupational Health and Safety Officer. All other documents produced by the HSC will also be readily available upon request.

## **TRAINING**

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Swab Master Ltd. will ensure that all the members established in the joint work site health and safety committee receive appropriate training in respect to the duties and functions of the committee. Where a HS Representative is designated, the company shall ensure that the representative has training regarding the duties and functions of a representative. Training must be provided through an approved organization.

Where a member of the HSC gives reasonable notice, the company will permit the member or representative to take time away from the member's or representative's regular duties to attend health and safety training programs, seminars or courses of instruction. The amount of time allowed annually for training under these conditions is the greater of 16 hours or the number of hours a worker would normally work during 2 shifts.

A member of the HSC or the HS Representative is deemed to be at work during the times listed and is entitled to be paid for those times at the applicable rate of pay. A member of the HSC or the HS Representative is entitled to take the following time away from the member's or the representative's regular duties for the following reasons:

1. Time required to prepare for each committee meeting
2. Time required to attend any HSC meetings
3. Time required to attend any health and safety training as approved by the committee and the company
4. Any additional time required to carry out duties as stated earlier in this element.