**1. Purpose of the Committee**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Committee Membership**

1. The committee shall consist of \_\_\_\_\_\_\_ members.
2. The committee shall consist of \_\_\_\_\_ worker representatives and \_\_\_\_\_\_ employer representatives.
3. At all meetings, at least one half of the members ***must*** be worker representatives.
4. The committee shall appoint a Secretary to record the minutes of the safety committee meetings. The Secretary shall be allowed sufficient time to prepare the minutes that does not interfere with any primary employment duties.
5. The worker representatives must be selected by the workers from workers at the workplace who do not exercise any managerial functions at the workplace. The selection process will be facilitated through: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. The management representatives will be selected by management at the workplace for which the HSC is established.
7. The committee must have 2 Co-chairpersons, one selected by the worker representatives and the other selected by the management representatives. The worker representative shall be appointed through the following process: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.
9. The Co-chairpersons of the committee must notify management when there is a lack of representation on the committee.

**List the names of the committee members below along with the department they represent**

|  |  |
| --- | --- |
| Name of Employer Representatives: | Department Representing: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Name of Worker Representatives: | Department Representing: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**List the names of those members appointed as Secretary or Co-Chairs below**

|  |  |
| --- | --- |
| Name of Secretary: |  |
| Name of Employer Co-Chairperson: |  |
| Name of Worker Co-Chairperson: |  |

**3. Co-Chairpersons Duties**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Secretary’s Duties**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Term of Office**

1. Committee members will sit on the committee for **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
2. If a member of the committee chosen by the workers is unable to complete the term of office, the workers must choose another member.
3. If a member of the committee appointed by management is unable to complete the term of office, management will appoint another member.
4. All members must arrange to have an alternate member approved by the co-chairs to attend meetings in their place when they are unavailable to attend.

**6. Who does this Committee Report to?**

This committee will report to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*{Insert name of Employer and person representing the Employer the committee will report to}*

**7. Participation of Other Employers on this Committee**

If other employers request to participate on this joint committee, the request must be forwarded to the management representative this committee reports to for consideration.

**8. Duties and Functions of the Committee**The legislated duties, as per OHS Act 19 of the HSC are as follows:

1. *The receipt, consideration and disposition of concerns and complaints respecting the health & safety of workers;*
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. *The development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures;*
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. *The development and promotion of programs for education and information concerning health and safety;*
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. The inspection of the work site at regular intervals;
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. 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;
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Performing the Duties and Functions**

Members should be adequately trained in health and safety in order for them to contribute fully to all committee activities. Required training for HSC members includes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Support for the Committee**

Management will provide reasonable equipment, space and clerical support necessary for the joint committee to carry out its duties and functions.

The joint committee may request the following information from management, as needed:

1. The identification of known or reasonably foreseeable health or safety hazards which workers are likely to be exposed to in the workplace.
2. Health and safety experience, work practices and standards in similar or other industries of which the employer has knowledge.
3. Orders, penalties and prosecutions under the Act, Regulation, and/or the adopted Code relating to health and safety at the workplace.
4. Any other matter prescribed by OHS legislation.

**11. Meetings**

1. The committee will meet monthly on the \_\_\_\_\_\_\_\_\_\_ working day of each month.
2. Regularly scheduled meetings will be held from (Time)\_\_\_\_\_\_\_\_\_\_ in the (Location)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.***
3. Special meetings, if required, will be held at the call of \_\_\_\_\_\_\_\_\_\_.
4. A quorum shall consist of a majority of members on the committee of which, at least half are representatives of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and at least one member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**12. Time Allowed for Meetings and Other Committee Functions**

Members of the HSC are entitled to time off from work for:

1. The time required to attend meetings of the committee,
2. Other time that is reasonably necessary to prepare for meetings of the committee, and
3. Other time that is reasonably necessary to fulfill the other duties and functions of the committee.

Time off for HSC members to perform these duties and functions will be deemed to be time worked for the employer, and the employer will pay for that time.

**13. Agendas and Reports of the Committee**

1. An \_\_\_\_\_\_\_\_\_\_\_\_\_ will be prepared by the Co-chairs and distributed to members prior to the meeting.
2. A report of the meeting minutes will be prepared as soon as possible after the meeting with a copy provided to management.
3. Management will retain a copy of the reports for at least \_\_\_\_\_ from the date of the joint committee meeting to which they relate.
4. Management will be responsible for ensuring that the retained reports are readily accessible to the joint committee members and workers of the company.

**14. Posting Committee Information**

Management must post HSC Meeting Minutes and keep posted at the workplace, in a place readily accessible to employees within \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the meeting with the following information:

1. The names and work locations of the joint committee members.
2. The reports of the 3 most recent joint committee meetings.

**15. Records**

The committee must keep accurate records of all matters that come before it. This will be the responsibility of the HSC Secretary. The committee will maintain copies of its minutes for a period of at least \_\_\_\_\_ years from the date of the joint health and safety committee meeting to which they relate.

**16. Educational Leave Entitlement**

Each member of the joint committee is entitled to an annual educational leave totaling \_\_\_\_\_\_\_\_ per year, or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses.

Management will provide the educational leave without loss of pay or other benefits and must pay for, or reimburse the worker for, the costs of the training course and the reasonable costs of attending the course.

**17. Confidentiality**

A health and safety committee and its members must not disclose a worker’s personal health or other personal information, unless required by law. Confidentiality must also be adhered to with respect to confidential proprietary information or trade secrets.

**18. Amendments**

The Terms of Reference may be amended by vote of the committee members.