



Guide to Joint Occupational Health and Safety Committees

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INTRODUCTION

This guide provides employers, supervisors, and workers with information to establish an effective joint occupational health and safety committee. It is important to remember that each workplace is unique, and thus, may require special considerations depending on the type of work being conducted.

During a routine inspection, an Occupational Health and Safety (OHS) Officer will look at the workplace, the activities, and the overall management of health and safety to ensure the workplace is in compliance with health and safety legislation. Officers have the right to enter any workplace without notice. The Officer may talk to workers and management at the workplace. The employer should allow for a committee member to accompany the Officer on the inspection. The Officer will provide a report for each inspection, and may issue orders to correct any unsafe situations or to stop work if there is immediate danger.

This guide provides information in a summarized format. It does not address all workplace health and safety legislation. Always refer to the *PEI Occupational Health & Safety Act* or Regulations for specific requirements that apply to your specific workplace.

For additional support, contact the Occupational Health and Safety Division of the Workers Compensation Board by calling toll free 1-800-237-5049 or 902-368-5680. For additional resources, visit our website at www.wcb.pe.ca and our [Guide to OHS Legislation App](#).

JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

A joint occupational health and safety committee (the committee) is a group of worker and employer representatives who contribute to the improvement of health and safety in the workplace. The committee performs many functions including workplace inspections, incident investigations, supporting co-workers and making recommendations to the employer.

Committee size is decided by each employer. Membership must have equal representation of worker and employer representatives.

Internal Responsibility System (IRS)

The Internal Responsibility System is the foundation of Occupational Health and Safety (OHS) legislation on Prince Edward Island. This system places responsibility for controlling hazards on everyone in the workplace, and recognizes that those closest to the work can provide valuable input into maintaining a safe workplace.

Establishing a Committee is the Law

[Section 25 \(1\) of the Prince Edward Island Occupational Health and Safety Act \(OHS Act\)](#) states a workplace that employs **20 or more** workers on Prince Edward Island is required to establish a joint occupational health and safety committee. At least half of the committee members must be workers who do not have any managerial responsibilities and who are selected by the workers.

A committee must also be established and maintained where there are 20 or more workers who are regularly employed by one or more constructors at a project that is expected to last three or more months. A constructor is a person who contracts work on a project for an owner or who undertakes work on a project as an owner.

Where **fewer than 20**, but **more than five** workers are regularly employed, Section 25 (3) states that the Director of OHS may consult with the workers and employers at the workplace regarding the establishment of a committee. The Director may order that a committee be established.



ROLES AND RESPONSIBILITIES

Duties of a Safety Committee

While the employer has the greatest duty of care in ensuring the workplace is safe and healthy, the committee plays an important role. This role includes monitoring the effectiveness of the internal responsibility system, taking health and safety recommendations to the employer, and assisting in the prevention of workplace injuries and illnesses. In addition to regular meetings, there are other tasks that the committee should perform to support workplace health and safety.

Section 25 (7) of the *OHS Act*, outlines the duties of the committee.

Committee members must:

- (a) cooperate to identify hazards to occupational health and safety in the workplace and effective systems to respond to the hazards;
- (b) receive, investigate and promptly deal with issues respecting occupational health and safety, other than a complaint of workplace harassment;*
- (c) participate in inspections, inquiries and investigations respecting the occupational health and safety of workers in the workplace, other than an investigation of a complaint of workplace harassment;*
- (d) advise the employer on individual protective equipment, devices and safety features that are best suited to the needs of the workers, within the provisions of this Act and the regulations;
- (e) advise the employer regarding a policy or program required by this Act;
- (f) make recommendations to the employer, the workers and any other persons for the improvement of the occupational health and safety of persons at the workplace; and
- (g) maintain records and minutes of committee meetings in a form and manner approved by the Director and provide an officer with a copy of those records and minutes at the request of the officer.

In addition to responsibilities under the *OHS Act*, the Regulations also have specific duties that must be carried out by the committee; including consultation on workplace policies and safety procedures as well as an annual review of the safety program components.

See *Appendix A: Checklist of Annual Reviews and Other Committee Duties* for more information.

*The [Workplace Harassment Regulations](#) outline the procedures for investigating complaints of workplace harassment.

Committee Member Roles

Within a committee, there are a variety of roles, that when performed correctly help ensure an effective committee. Understanding each role, and performing the specific duties, is vital to the success of the committee.

Chairperson

The committee's chairperson (s):

- Arranges and leads the committee meetings
- Notifies members of upcoming meetings
- Follows up on recommendations sent to the employer
- Reports on the status of recommendations
- Guides discussions towards definite conclusions
- Assigns projects to members
- Ensures the committee is operating within its rules of procedure document

Secretary

The committee's secretary will assist the committee by:

- Compiling and distributing the agenda
- Preparing the minutes of the meeting
- Distributing the minutes
- Writing reports and correspondence as necessary
- Highlighting action items recorded in past minutes that require discussion or follow up
- Assisting the chairperson as required

Employer and Worker Representatives

The committee's members:

- Attend all meetings and participate in meeting discussions
- Receive and investigate safety related complaints
- Participate in workplace inspections
- Participate in incident investigations when required
- Report all unsafe & hazardous conditions
- Work safely and recommend corrective action when necessary
- Assist in resolving right to refuse unsafe work situations (refer to [Section 28 of the OHS Act](#))

For a committee to function effectively it is essential for members to understand their roles and responsibilities, attend meetings, and complete assigned tasks.



An effective committee member:

- *Listens to the concerns of workers and provides guidance on how to resolve concerns*
- *Follows safe work practices and all safety rules*
- *Ensures that all unsafe equipment and conditions are identified and addressed appropriately*
- *Is dedicated to working with the employer to resolve all occupational health and safety concerns*
- *Does not exceed their authority and seeks assistance when required*

ESTABLISHING A RULES OF PROCEDURE

Rules of Procedure Document

The Rules of Procedure (often referred to as a Terms of Reference) document outlines how the committee will perform its duties and functions. Establishing this document will assist in ensuring a successful committee. According to [Section 25 of the OHS Act](#) all committees must have rules of procedure. It should be workplace specific and define the scope and mandate of the committee. The committee's Rules of Procedure document should include the following components:



1. Name of Committee

Create a name that is easily recognizable within the workplace.

2. Statement of Purpose

Describe why the committee has been established and briefly outline the committee's goals

3. Composition and Membership

Committee members must be selected in accordance with [Section 25 \(6\) of the OHS Act](#). In addition, the rules of procedure document should state:

- Who will serve on the committee and for how long, how members will be selected and the process for appointing alternates; and the process for replacing a committee member

4. Roles and Responsibilities

At a minimum, the roles and responsibilities of committee members must comply with the OHS Act. In this section include:

- The process for making recommendations to the employer
- The process for workers to submit OHS concerns to committee members
- The name of the member responsible for following up on issues or complaints
- How the committee will monitor the safety program for effectiveness
- The role committee members play in inspections, investigations, hazard identification, and receiving complaints and recommendations

See *Section 2: Committee Roles and Responsibilities* for additional information.

5. Member Training

Committee members should be properly trained to ensure an effective and efficient committee. The employer is responsible to provide workplace-specific training and instruction on matters around committee health and safety responsibilities. Depending on the type of work site, employers should consider providing training and instruction to the committee on the following:

- The Internal Responsibility System
- The committee's rules of procedure
- The role of a committee in regards to:
 - Performing workplace inspections
 - Hazard identification
 - Incident investigation
 - Addressing complaints
 - Work refusals

- The *Occupational Health & Safety Act* and its Regulations
- The general content of the regulations and the role of the committee
- The company safety policy and program and how to perform an evaluation of each
- First Aid
- Workplace Hazardous Materials Information System (WHMIS)

6. Committee Meetings

Regular meetings and attendance are encouraged. Committees must establish rules of procedure specific to their workplace and include:

- How often the committee will meet
- Quorum requirements
- Roles of the committee members prior to and during the meeting
- Meeting minute posting requirements

See *Section 4: Meetings* for additional information.

7. Committee Records

The committee must keep accurate records of all activities and items addressed.

Records may include:

- Meeting agendas
- Meeting minutes
- List of committee members
- Incident and hazard reports
- Risk assessment results
- Recommendations or corrective actions
- Training records
- Annual report

Establish how long records will be kept and how these records will be posted and made available to workers in the organization.

See *Section 9: Record Keeping* for additional information.

8. Annual Report

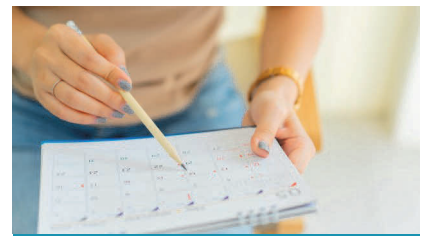
An annual report is not required by law. However, it does assist the employer/committee in identifying trends within the workplace. Being aware of and understanding these trends allows employers and committee members to predict and prevent future incidents, or minimize the risk of injury to workers. This report may also highlight the need for training, establish or improve safe work practices, and provide understanding as to why incidents are occurring in the workplace. Items to include in an annual report include:

- A summary of meeting minutes
- Names of committee members
- Summary of incident (s)
- Recommendations made to senior leadership throughout the year
- A summary of committee activities

There are other annual legislative duties throughout *the OHS Act* and Regulations that the committee is required to review annually. A summary of each review should be noted in the annual report. Annual review includes:

- First Aid Risk Assessment (Section 9.3, General Regulations)
- Asbestos Management Plan, if there is asbestos at the workplace (Section 49.6, General Regulations)
- Occupational Health and Safety Program (Section 23, *OHS Act*)
- Occupational Health and Safety Policy (Section 24, *OHS Act*)

See *Appendix A: Checklist of Annual Reviews and Other Committee Duties* for more information.



Committee members are entitled to take the necessary time from work to attend meetings, training and to carry out other committee member duties.

During these times, workers will receive their usual salary and benefits.

MEETINGS

Scheduling a Safety Committee Meeting

The rules of procedure document will establish the minimum number of committee members needed to conduct a meeting. Equal representation is important when making decisions that will affect the health and safety of others. Having equal representation should be considered when determining an appropriate quorum. It is good practice that committee members be notified at least two days in advance of meeting. Meetings should be scheduled with consideration given to committee members work schedules, however [Section 25 \(10\) of the OHS Act](#) states that a worker is entitled to take the necessary paid time off from work to attend meetings of the committee, to take training prescribed by the regulations and to carry out the worker's functions as a member of the committee.

Quorum is the minimum number of committee members that must be present at a meeting to make the proceedings of that meeting valid.

Setting an Agenda

Agenda preparation is an important part of an effective committee meeting. The agenda establishes the format for the meeting and organizes the meeting and discussion topics. Agenda items, including discussion topics, should be submitted by committee members in advance. At least one week prior to a meeting the secretary should circulate a draft agenda along with the minutes from the previous meeting.

A committee agenda may include the following items:

- Roll call
- Review/approval of the minutes of the last meeting
- Workplace health and safety topics for discussion
- Review of incidents and complaints
- Review of workplace inspection reports
- Health and safety education or updates on current training opportunities
- An opportunity for members to bring forward new business for discussion
- Confirm date and time for next meeting
- Adjournment



There are many OHS topics that the committee may find important to discuss.

Topics may include, but are not limited to:

- *Personal protective equipment*
- *Safe work practices*
- *Action items*
- *Unfinished business*

Meeting Minutes

Meeting minutes are essential as they are a record of the committee's meeting activities. The minutes capture important discussion, assigned action items and keep track of any committee decisions that may lead to committee recommendations.

The secretary should keep the minutes brief by summarizing and outlining recommendations and other decisions made. Items that are generally noted are:

- Date, time and location of the meeting.
- Names of attendees.
- Summary of discussions. (complaints, incident reports, education, training, work refusals, etc.)
- Recommendations to the employer. (draft recommendation letter)
- Description of action items assigned, who they are assigned to and follow up date.
- Date, time and location of the next meeting.



Once approved, minutes must be promptly posted in an accessible area for all workers to view.

Committees that have access to proper space, meeting tools and have clear responsibilities function more efficiently. It is essential that members are dedicated, trained and supported by the employer.



WORKPLACE INSPECTIONS

To create and maintain a healthy and safe workplace, you must first identify workplace hazards that could cause potential damage, harm or adverse health effects to something or someone. The committee identifies workplace hazards by performing regular workplace inspections. This is an extremely important prevention tool in a health and safety program.

A formal inspection is a planned walkthrough of the workplace to identify hazards that may be present. An inspection examines specific work areas, machinery, tools or equipment, or specific work practices being performed. Regular inspections help reduce injuries and illnesses in the workplace.

Considerations for conducting workplace inspections:

- How frequently will inspections be performed? Will they be announced or random?
- How will members of the committee participate?
- How will the committee determine what areas to inspect? Will the entire workplace be inspected at one time or will it be divided into multiple inspections?
- Are members trained to perform inspections?
- Will a checklist form or inspection template be used?
- How will the results of the inspection be provided to those responsible for corrective actions?
- How will the committee know when corrective actions have been implemented?

Frequency of Inspections

The rules of procedure document should state the frequency and number of inspections performed annually. The committee should develop an inspection schedule appropriate for the workplace. The more dangerous the tasks being completed, the more frequent the inspections should be. The number and frequency of inspections depends upon a number of factors including:

- Type of equipment and the complexity of the work processes.
- Number of shifts. (the activity on each shift may vary)
- New processes or machinery.
- Size and complexity of the work area.

Performing a Workplace Inspection

Pre Inspection Tasks

A well performed inspection requires adequate planning and preparation. Supervisors should be notified, so that they may be present during the inspection. Supervisors are familiar with the work space and the tasks being completed. They are typically aware of the work processes and can answer questions a committee member may have. In addition, supervisors often have the ability to correct deficiencies that the inspection team identifies.

Prior to a planned inspection, the committee should inform workers of upcoming inspections so that they can be prepared to ask questions and share concerns during the inspection.



Identifying Workplace Hazards During an Inspection

Workplace hazards are often organized by category. To successfully complete a workplace safety inspection, committee members should know the following six types of hazards.

See [Guide to Performing a Hazard Assessment](#) for more information.

- Biological: living things, or by-products of living things such as bacteria, viruses, fungi, and plants.
- Chemical: Agents that are toxic, corrosive, cancer causing, cause fires and explosions, or cause dangerous reactions. These are commonly identified with WHMIS labels and a Safety Data Sheets (SDS).
- Ergonomic: Factors that pose a risk to the musculoskeletal system and may include force, repetition, mechanical stress, inadequate lighting, and poor posture. Work station set-up and equipment design are common factors, and how they interact with the worker.
- Physical: Agents that are forms of energy such as noise, vibration, radiation, UV, and temperature.
- Safety: These hazards have the potential to create unsafe working conditions, cause injury or illness, including sharp edges, pinch and nip points, falls from heights and improperly guarded equipment.
- Psychosocial: Includes everyday stress that could be caused by work overload or under load, loss of control, role uncertainty and conflict, working alone, workplace violence, lack of workplace civility and respect, and unfair worker treatment.

An effective workplace inspection identifies unsafe working conditions or activities that have the potential to cause illness or injury. Following a workplace specific inspection checklist or inspection report, while observing workers complete the task, assists committee members in identifying hazards. A checklist keeps the inspection focused; however other hazards that are not noted within the checklist must be recorded as well.

Post Inspection Duties

After the inspection, the committee should meet to discuss the findings. It is important to avoid delaying this meeting as serious hazards or unsafe conditions that were identified should be dealt with immediately. To ensure a timely turn around, committees may want to schedule an inspection on the same day as the committee meeting or the day before. During this post inspection meeting, committee members should:

- Rank and prioritize the identified hazards based on the probability and severity of the consequences should the hazard not be addressed. Hazards that create a high probability of an incident, and are likely to cause significant harm to the worker, should be considered high priority and should be addressed immediately by the employer.
- Suggest corrective action and deadlines for addressing identified hazards.
- Submit an inspection report to the individual responsible for receiving this report. Often this report is submitted to an individual who has been assigned safety duties or a member of human resources. If this is not the case, the report should be submitted to the employer. It is the responsibility of the employer, or whoever has been delegated the responsibility, to assign action items and delegate to those individuals who have the ability to implement the changes. (i.e. supervisor or manager)
- Request that the employer keep the committee informed of progress in addressing identified hazards. The committee should continue to monitor progress until all items identified have been corrected.
- Inspections reports should be posted and made available to all workers.

Inspection findings can be used to monitor the company's safety culture and the overall effectiveness of the safety program.

See *Appendix C: Sample Workplace Inspection Report Form* for more information.

INCIDENT INVESTIGATIONS

Roles in Incident Investigation

Employers and committees each have specific roles and responsibilities when it comes to responding to and investigating a workplace incident. These roles and responsibilities should be clearly outlined in a policy or a set of procedures specific to investigating workplace incidents. Procedures should identify the necessary personnel, required training, and resources required to conduct an effective investigation.

Once the investigation is complete, findings and recommendations should be communicated to workers, supervisors and the employer. Communication is important and everyone should understand how the incident occurred and the corrective actions necessary to prevent it from happening again.

Incident Investigation

An investigation is an "after the fact" response. It is a process that identifies hazards or problems that can be eliminated so that a similar event, including near miss events, will not happen in the future. [Section 25 of the OHS Act](#) requires the committee to participate in investigations.

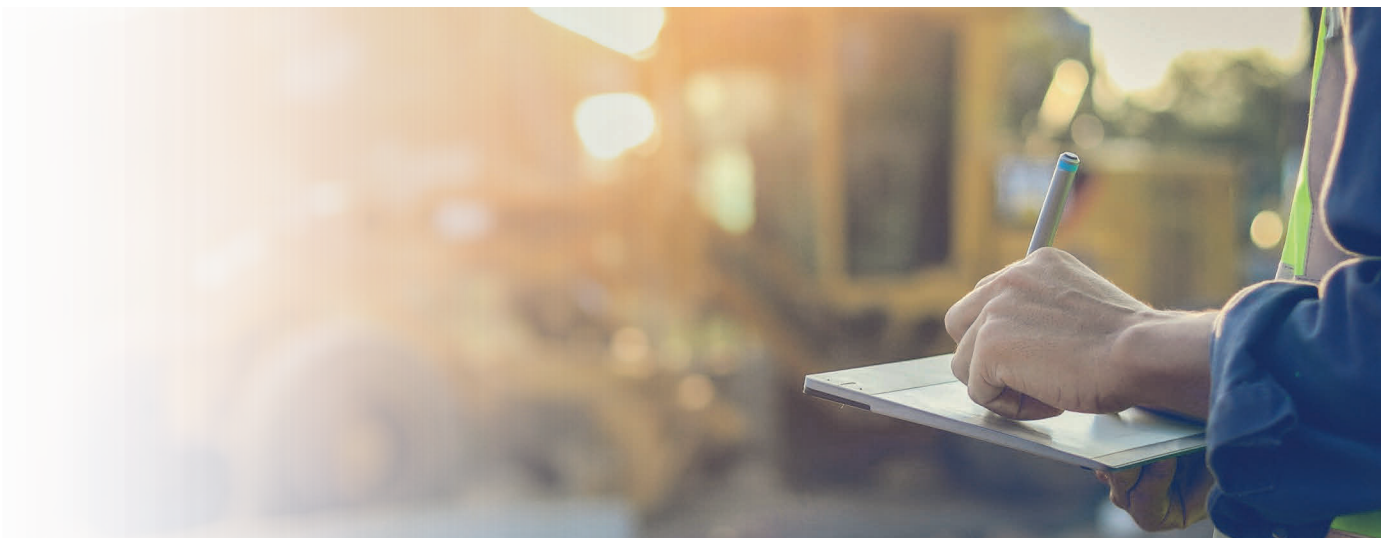
Prior to an investigation consider the following:

- Which member(s) will investigate the incident?
- Will this member(s) investigate all incidents?
- How will other members participate?
- What checklists, forms or reports will be used?
- Is training required?
- How will recommendations be made and followed up on?

Committee minutes and records of inspection, investigation and training are a great way to show your health and safety program is active. These are also helpful to ensure due diligence, or during an OHS inspection officer visit or safety audit

There are many reasons why workplace incidents occur, including hazards related to poor housekeeping, improper lifting techniques, complacency and stress. It is important to be aware of all types of hazards within the workplace so the necessary steps are taken to mitigate them. To determine what happened, and why, investigators should:

- **Gather the information:** Examine the worksite, preserve evidence, identify and interview witnesses, review any related health and safety documents, etc.
- **Analyze the information:** Review the facts about what happened, why it happened and how it happened.
- **Draw conclusions:** Write a step by step account of what happened.
- **Make recommendations:** Any recommendations should be realistic, concise and identify contributing factors. Appropriate recommendations should prevent a recurrence.



Reporting and Investigating Serious Injuries

According to [Section 36 of the OHS Act](#), a serious injury can include any of the following:

- Unconsciousness
- A fracture
- A loss of a limb
- Substantial loss of blood
- An amputation of leg, arm, hand or foot
- A burn to a major portion of the body
- Loss of sight in an eye
- A fatality

Any serious injuries must be reported by the employer within 24 hours to the OHS Emergency Line. The scene of the incident must be preserved until directed otherwise by an OHS Officer. The employer is responsible for conducting an investigation into serious injury whether or not an OHS Officer conducts an investigation. The committee must be involved in the investigation of serious incidents, or incidents that have the potential to injure a person to the point of requiring medical treatment.



To report a serious injury call the 24 hour OHS Emergency line at 902-628-7513



ADDRESSING COMPLAINTS AND WORK REFUSALS

Accepting and Addressing Workplace Complaints

Workers may report safety concerns to the committee. Members should remind workers that their concern should be first brought to the attention of their supervisor for resolution. If the supervisor has failed to meet the expectations of the worker then it is appropriate to bring the concern to the committee. Committee members are expected to investigate and deal with health and safety complaints, as outlined in [Section 25 of the OHS Act](#).

Workplace harassment complaints are not to be dealt with by the committee, but rather follow the process outlined by the employer in the company policy.

Issues should be dealt with promptly, to ensure workers have confidence in their committee members and the process. Long delays in addressing worker concerns, questions, or complaints indicate a lack of responsiveness on the part of the committee. The time it takes for issues to be resolved should be tracked and evaluated at the end of the year

Occupational health and safety concerns should always be brought to a supervisor before bringing it to the committee. This gives the supervisor and employer the opportunity to resolve the issue first.

If the worker remains unsatisfied, then the concern should be brought to the attention of the committee.

Receiving Complaints

When a health and safety complaint or concern has been reported to a committee member, the member should follow the committee's established procedures for addressing complaints. Resolving a workers complaint includes:

- Determining the facts of the situation to ensure it is a health and safety issue.
- Encouraging resolution of the matter by a supervisor or other person with designated responsibility in the area involved. If the matter is not resolved, the member should raise the issue at the next committee meeting or, in the case of imminent danger, consider calling an emergency meeting.
- Reporting back to the worker who initiated the complaint in a timely manner. Advise them of how the concern is being addressed. The worker may choose to contact an OHS Officer if the concern is not being handled to their satisfaction.
- If the matter involves an immediate source of danger, and satisfactory action is not taken by the employer, the committee member should report the complaint or concern to an OHS Officer.

Work Refusals

A worker has the right to refuse a task if they have reasonable cause to believe that the act presents a danger and is likely to endanger a worker's, or any other person's, health and safety.

[Section 28 of the OHS Act](#) highlights the process for a worker to exercise their right to refuse unsafe work. The committee has a role in assessing the situation if the matter cannot be resolved to the worker's satisfaction by the supervisor.

Work Refusal Process

Step 1 – Reporting unsafe work

If a worker believes a task or situation is dangerous they should report the concern to the supervisor immediately. The worker then goes to a safe place, but stays at the workplace, as he or she may be assigned to do other work.

Step 2 - Supervisor Investigation

The supervisor should investigate the work refusal promptly and in the presence of the worker.

If the supervisor **agrees** with the worker and finds it unsafe, the problem must be fixed before any more work can be carried out.

If the supervisor **disagrees** with the worker and believes the task is safe, but the worker still feels unsafe, the concern is reported to the health and safety committee. The supervisor may ask another worker to do the job and must inform the other person of the reasons for the work refusal.

Step 3 – If necessary, the committee investigates.

The committee will investigate the situation. If they **agree** with the refusal they will recommend that the problem be fixed. If they **disagree**, the worker will be advised to return to work.

There will be cases when the committee is unsure or does not agree. In these cases, the committee should consult standards, review procedures, or call an expert to help with the decision. If the workplace does shift work or has situations where all committee members will not be available, the number of members required to make a decision should be included in the rules of procedure document.

Step 4 – If necessary, contact an OHS Officer.

The worker may still remain unsatisfied after completing the first three steps of the work refusal process. In this case, the work refusal may be submitted to the Occupational Health and Safety Division. An OHS Officer will respond to the situation and will speak with the supervisor and/or a representative from the committee as part of their investigation.

Recommendations made by the OHS Officer are final.

To report a work refusal call toll free at 1-800-237-5049 or 902-368-5680. For work refusals outside of normal business hours call the 24 hour emergency number 902-628-7513.

MAKING RECOMMENDATIONS

Committee Recommendations

Committees that establish and follow a process for making health and safety recommendations are better prepared to make timely suggestions that support initiatives in the workplace.

When a recommendation is required, committees should make formal recommendations to the employer. The Chairperson(s), or delegated committee member, will provide a written recommendation that explains the situation and outlines the desired course of action. [Section 27 of the OHS Act](#) states that the employer has 30 days to respond to the recommendation, however more urgent risks should be responded to and actioned immediately to ensure the health and safety of all people at the workplace.

Formal recommendations may be required when any of the following are involved:

- Purchases or allocation of funds.
- New or revised workplace policies or safe work procedures.
- Training or orientation programs for workers.
- Changes to equipment or workspace layouts.
- Follow-up on earlier approved actions that have not been implemented.

To ensure effective recommendations:

- Show a concise and clear description of the issue, with background and regulatory reference as applicable.
- Include all the information the employer needs to make a decision.
- Focus on practical solutions to the problem. Use the hierarchy of controls to minimize workplace hazards. See [Guide to Performing a Hazard Assessment](#) for more information.
- Offer more than one option, if available, and the pros and cons of each.
- Suggest a timeline for completion.



RECORD KEEPING & COMMITTEE EFFECTIVENESS

Keeping accurate and up to date records is one way for the committee to assess the health and safety performance of the workplace and to ensure their safety program is functioning. Proper record keeping and documentation will give the committee and the employer a complete history of how the OHS program has evolved and progressed over time. All issues and incidents should be carefully documented and reviewed. The committee is then able to determine where improvements may be made to keep workers safe. It is possible that committee records could be used as part of a legal defense for any persons charged under the occupational health and safety legislation.

Committee members must understand the importance of proper documentation and what types of records they will keep. Records should be accessible and can be either paper or electronic. How workplaces keep their records and how long they are stored for is up to the committee and employer. The general rule of thumb is 5 years, unless there is a specific requirement for longer retention.

Measuring Effectiveness of a Committee

To ensure that the committee is functioning effectively, it is recommended that periodic evaluations are performed. Consider the following evaluation questions:

- Do workers know who the members of the committee are?
- Do members understand their roles and responsibilities?
- Are duties and authority of members understood by the workers and members?
- Do members fulfill their duties and responsibilities?
- Do workers make suggestions to members and are they implemented?
- Do committee members follow through on worker complaints?
- Are complaints and concerns addressed promptly when brought to the attention of the committee?
- Have committee members received training?
- Are training and education supported by the employer?
- How many committee recommendations have been implemented by the employer?

The committee, in addition to the employer, plays a significant role in preventing injuries and illnesses in workplaces. Committee members, who understand their roles and responsibilities, are able to provide that link between management and workers to ensure health and safety solutions can be developed together. It is important to recognize that, even though the committee plays an important role in the organization's occupational health and safety program, all workers in the workplace are expected to address and report any OHS issues to support the internal responsibility system.

ADDITIONAL RESOURCES AND REFERENCES

Additional resources referenced in this guide can be accessed on our website at www.wcb.pe.ca or on our app.



Download the Guide to PEI OHS Legislation App today!



Appendix A – Committee Annual Review Responsibilities

Throughout the year, the employer may develop or update various components of the company safety program. The *OHS Act* and Regulations require the committee on an annual basis to review, and provide consultation, on the following:

- First Aid Risk Assessment (Section 9.3, General Regulations)
- Asbestos Management Plan, if there is asbestos at the workplace (Section 49.6, General Regulations)
- Occupational Health and Safety Program (Section 23, *OHS Act*)
 - Safe Work Procedures for entry to confined spaces (Section 13.2, General Regulations)
 - Workplace Harassment Policy (Section 4, Workplace Harassment Regulations)
 - WHMIS education and training provided to workers (Section 3, Workplace Hazardous Materials Information System Regulations)
- Occupational Health and Safety Policy (Section 24, *OHS Act*)

Appendix B – Sample Meeting Minutes Template

Company Name		Worksite Location	
Meeting Date		Committee Chair	
Minutes Prepared By			

Meeting Attendance			

Agenda Item/New Business	Notes

Action Item Description	Date Assigned	Assigned To	Due Date

Next Meeting Date	Meeting Time	Meeting Location

Appendix C – Sample Workplace Inspection Report Form

JOSH Committee

Inspection Report

Inspection Location: _____ Date of Inspection: _____

HAZARD CLASSIFICATION - PRIORITY					
A	Any condition or practice with potential for permanent disability, loss of life or body part and/or extensive loss of structure/equipment or material. To be corrected within 1 to 12 hours.	B	Any condition or practice with potential for serious injury/illness or property damage that is disruptive but less severe than Class A. To be corrected within 7 days.	C	Any condition or practice with potential for non-disabling injury or illness, or non-disruptive property damage. To be corrected within 28 days.

Inspector observations (JOSH Committee)					Corrective Action (Human Resources)				
Item #	Location	Hazard(s) Observed	Repeat Item Yes/No	Priority A/B/C	Recommended Action	Person Responsible	Corrective Action Taken	Date to Supervisor	Date Closed

Inspected by: _____ Date of Receipt: _____ Safety Coordinator Signature: _____
 Date Closed: _____ Manager, HR Signature: _____
 Note: _____

Items to Watch For:

<ul style="list-style-type: none"> • Building & Structures, windows, floors, doors, stairs, elevator • Aisles, Housekeeping • Exits, emergency lighting 	<ul style="list-style-type: none"> • First aid, contents • Electrical outlets, cords • Storage facilities & areas • Material Handling Equipment, carts 	<ul style="list-style-type: none"> • Lighting • Sanitation • Hazardous materials, labels, MSDS • Lunch Room & areas 	<ul style="list-style-type: none"> • Personal Protective Equipment • Safe Work Procedures • Safety Training documentation • Fire Protection, fire extinguishers
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Appendix D– Sample Committee Recommendation Form

Recommendation# _____ Date _____

To: (Owner/Manager) _____

Please respond in writing by _____ (30 days)

Issue

Give a clear and complete description of the issue. Describe what, why, who, where, and when.

Reference the relevant section(s) Occupational Health and Safety Act and Regulations, where applicable.

Committee Recommendation

Make sure the recommendation deals with workplace health and safety. Include rationale for your recommendation.

If applicable, include options and pros and cons of each. For complex issues, include steps involved and suggest time frame for implementation.

Committee Decision

Indicate if this recommendation was voted on or decided by consensus.



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