

TOOL 4

Checklist: How to Set Up an Occupational Health and Safety Committee

From the workbook "Joint Occupational Health & Safety Committee". Education and Development Section Prevention Division Workers' Compensation Board of British Columbia, 2000.

Employer Checklist

How to Set Up A Joint Health and Safety Committee

This checklist identifies the steps employers should follow to set up a compliant committee.

Activity	Completion Date	Assigned To	Check When Done
Draft Committee Terms of Reference Terms of Reference should include information on: <ul style="list-style-type: none"> <input type="checkbox"/> Name of health and safety committee <input type="checkbox"/> Constituency <input type="checkbox"/> Statement of committee purpose <input type="checkbox"/> Duties and functions <input type="checkbox"/> Records <input type="checkbox"/> Meetings <input type="checkbox"/> Agendas and Meeting Reports <input type="checkbox"/> Composition <input type="checkbox"/> Co-chairs <input type="checkbox"/> Terms of Office <input type="checkbox"/> Assistance in Resolving Disagreements <input type="checkbox"/> Amendments <i>See Example Terms of Reference</i>			<input type="checkbox"/>
Determine Number of Committee Members <ul style="list-style-type: none"> <input type="checkbox"/> at least 50% of members must be worker representatives Factors to consider include: <ul style="list-style-type: none"> <input type="checkbox"/> efficiency <input type="checkbox"/> number of employees <input type="checkbox"/> degree of hazard in the workplace <input type="checkbox"/> number of places of employment <input type="checkbox"/> number of unions or worker groups <input type="checkbox"/> need to represent different shifts/departments 			<input type="checkbox"/>
Select Worker Representatives and Alternates <ul style="list-style-type: none"> <input type="checkbox"/> select from workers who do not exercise managerial functions <input type="checkbox"/> union workers: select according to union(s) established procedures <input type="checkbox"/> non-union workers: elect by secret ballot <input type="checkbox"/> determine number of union and non-union worker representatives in equitable proportion to their relative numbers and health and safety risks 			<input type="checkbox"/>
Select Employer Representatives and Alternates <ul style="list-style-type: none"> <input type="checkbox"/> select from among persons who exercise managerial functions <input type="checkbox"/> for an effective committee, employer representatives should have authority to take immediate action on committee recommendations 			<input type="checkbox"/>
Post the names and work locations of Joint Health & Safety Committee members and alternates			<input type="checkbox"/>
Set First Monthly Meeting Date and Agenda First meeting activities should include: <ul style="list-style-type: none"> <input type="checkbox"/> 1 co-chair selected by worker representatives <input type="checkbox"/> 1 co-chair selected by employer representatives <input type="checkbox"/> Review draft Terms of Reference <input type="checkbox"/> Review sample meeting agenda and meeting report 			<input type="checkbox"/>