



City of St. John's Corporate and Operational Policy

Policy: 03-07-26 Occupational Health and Safety Committees

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 2001/11/05

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 26 Occupational Health and Safety Committees

Purpose

To ensure the effective functioning of the City's five (5) OHS committees.

Policy Statement

1. Human Resources Department shall assist in the establishment of OH&S Committees as required by the user division.
2. OH&S Committees shall be comprised of both management and non-management employees with at least 50% being non-management. There shall be a minimum of two members and a maximum of twelve members on each Committee.
3. Each OH&S Committee shall meet at least on a quarterly basis. Some committees may find it necessary to meet more frequently.
4. Occupational Health and Safety Committees shall assist in the identification and evaluation of hazards and shall make recommendations for their correction. They shall be responsible for reviewing accident/incident investigation reports and subsequently making recommendations. They shall also be responsible for promoting safety in the workplace.

5. Each OH&S Committee shall appoint co-chairpersons (one management and one non-management employee) and a secretary.
6. Each Committee shall maintain minutes of each meeting. One copy of these minutes shall be given to each committee member, another shall be posted in a conspicuous place in the workplace and one sent to the Provincial OH&S Division.
7. Each department shall allow an employee who is a member of an OH&S Committee time away from work to attend Committee meetings and perform Committee functions.

Responsibility and Accountability

Managers

1. Responsible to ensure that their department is appropriately represented on the OH&S Committee.
2. Responsible to ensure that supervisors in his/her department grant time off to Committee members for the purposes of tending to Committee business.

Front-line Supervisors

1. Front-line Supervisors are responsible to grant time off to employees required to tend to Committee business.
2. Front-line Supervisors are responsible for cooperating with the Occupational Health and Safety Committee representing his/her department.

Employees

1. Employees are responsible to immediately report hazards to their supervisor and in the event the issue is unresolved at that level, subsequently report to a representative of the Joint OH&S Committee.
2. Employees are responsible to cooperate with members of the OH&S Committees.

Human Resources Department

1. The Safety Division is responsible for assisting in the establishment of OH&S Committees.
2. The Safety Division is responsible to work with each Committee in a consultation role.
3. The Training Division is responsible for coordinating any training identified by an OH&S Committee.
4. The Human Resources Department is accountable to the Province of Newfoundland and Labrador for performing the duties as outlined in Sections 39

and 40 of the Province of Newfoundland and Labrador Occupational Health and Safety Act and Regulations.

Application

Responsibilities

Managers, Front-line Supervisors, Employees, Human Resources Department.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - October 25, 2001; Regular Meeting of Council - November 5, 2001.

Review Period

Available to Public

- ☐ Yes
- ☐ No