**Purpose**

[Organization’s Name] has adopted this policy to establish ground rules for the creation and efficient operation of a Health and Safety Committee (HSC) at its work sites in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code, the [Organization’s Name] Occupational Health and Safety Program and other applicable agreements, requirements, and standards.

**Policy**

[Organization’s Name] considers the HSC to be a valuable partner in its efforts to identify, assess, and control workplace hazards and requires all personnel, including managers, supervisors, and workers to support its work and obey the provisions of this policy.

**Definitions**

* **Work Area:** Means a place at a work site where a worker is, or may be, during work or during a work break.
* **Employer:** A person who employs or engages one or more workers, including workers from a temporary staffing agency, a person designated to represent an employer, a person responsible for overseeing workers' health and safety within an organization, and a self-employed person
* **Worker:** A worker is any person engaged in an occupation. This can include: a volunteer who performs or supplies services for an organization or employer. Persons not considered workers include students involved in learning activities in an educational setting for which no monetary compensation is paid to the student farm and ranch operations owner, family member of the owner, or non-waged individual contributing to defined farming operations (with some exceptions)

**Responsibilities**

**The Employer will support the HSC by:**

* **Ensuring the HSC is provided with and can examine any records, policies, plans, procedures, codes of practice, reports or manufacturer specifications that must be maintained under the Act, regulation, and code.**
* **Provide HSC members with reasonable opportunity to inform workers on matters affecting occupational health and safety.**
* **Consult and cooperate with the HSC to develop policies, procedures and codes of practice required by the Act, regulation, and code.**
* **Ensuring that health and safety matters and recommendations brought forth by the HS Representative are resolved in a timely manner:**
* Ensure if requested by an officer that members are made available to accompany the officer on an inspection.

**The Health and Safety Committee will exercise, at a minimum but not limited to the following duties and functions at the workplace:**

* **The receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers.**
* **Participate in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site.**
* **The making of recommendations to the employer respecting the health and safety of workers;**
* **Consulting with the employer in the development and review of the Violence and Harassment prevention plan and policy.**
* **Maintain 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.**
* **Cooperate with an officer exercising his/her duties under this Act, regulation and code.**
* **Carrying out any other duties or functions specified in the Act, regulation OHS code or assigned to the HSC by the OHS Program.**
  + **Development and promotion of measures to protect the health and safety and safety of persons at the work site and checking the effectiveness of such measures.**
  + **Development and promotion of programs for education and information concerning health and safety of workers.**
* **Maintain confidentiality by not disclosing workers’ personal information unless the disclosure is required by law.**

**Procedure**

1. Establishment of the HSC: [Organization’s name] will establish and maintain a Health and Safety Committee for the organization if the employer has 20 or more workers regularly employed by ([Organization’s name].
2. HSC Membership: The Employer will determine the number of committee members to ensure fair and equitable representation is considered. HSC members must consist of members representing workers (“worker members”) and members representing (Organization’s name) (“employer members”). At least half of the Safety Committee’s members must be worker members. The Safety Committee must have 2 co-chairs:
   * One selected by worker members (“the worker co-chair”); and
   * One selected by employer members (“the employer co-chair”).
3. HSC Terms of Reference: After establishment of the HSC the HSC will create, finalize, or review the Terms of Reference.
4. HSC Recommendations: When necessary, the HSC will make formal recommendations to the employer. Employer will respond to the recommendation as per responsibilities outlined in Employer Responsibilities listed above.
5. HSC Member Training: Employers must ensure all committee members and representatives receive training in: Roles and Responsibilities; 3 Rights of Workers; and the obligations of Work Site Parties.
6. HSC Member Entitlements: Members of the HSC are deemed to be at work during the times the worker is performing joint health and safety committee or health and safety representative duties or attending training in connection with these duties.

**References**

Alberta Occupational Health and Safety Act, January 2023