

COMMITTEE RULES FOR DISCHARGING DUTIES UNDER THE WORKPLACE SAFETY HEALTH ACT

Seven Oaks School Division's Workplace Safety and Health Committees follow the rules that are set out by the Manitoba Workplace Safety and Health Act and Regulations for Committees.

Committee rules for discharging duties under the Workplace Safety Health Act are:

Forming a Safety and Health Committee

- A committee is required for each workplace where at least 20 Seven Oaks School Division workers are employed.
- The number of employer members must not exceed the number of worker members.
- Unionized members should elect members in accordance with their unions' constitution.
- Term of office is for 2 years, members are eligible for re-election.
- No employer or worker shall attempt to influence the appointment or election of the other parties' members.
- Shall have 2 co-chairs – 1 chosen by the employer and 1 chosen by the worker members on the committee.
- The committee must meet within 1 month after formation.
- Committee members should have alternates.

Hold Regular Committee Meetings

- Meet regularly at intervals determined by the committee but not less than once in each calendar quarter.
- A quorum is required to have meetings, consisting of one half workers and one half employers.
- Set out the dates, times, locations of meetings.
- Give members at least 3 days notice for any change in date, time or location.
- May invite other persons to attend meetings as an observer or advisor.

Agenda

- Co-chairs prepare agenda.
- Include place and time of meeting.
- Forward to individual committee members and alternates at least 3 days in advance.
- Post agenda on Workplace Safety and Health bulletin boards in advance.

Committee Meeting Minutes

- Recorded in a format acceptable to Manitoba Workplace Safety and Health.
- To be signed by both Co-chairs.
- Kept at the workplace for at least 10 years from the date of the meeting.
- Copied to the Board Office and the Workplace Safety and Health steering committee members.
- Distributed to committee members, alternates and relevant managers.
- Post on Workplace Safety and Health bulletin boards within 1 week after meeting and for at least 1 month after.
- List those in attendance and their role, put the name and address of your workplace.
- Record the date an issue was raised.
- Keep 1 copy in your site's committee file.
- Circulate minutes to committee members.