**HEALTH & SAFETY COMMITTEE POLICY**

**POLICY:**

[Farm Name] considers the Health and Safety Committee to be a valuable asset in its efforts to identify, assess, and control workplace hazards and requires all personnel, including senior managers, managers, supervisors, and workers to support the work and obey the provisions of this Policy.

Our mission is to foster the provision of a healthy & safe work environment for [Farm Name] employees, and contractors. In accordance the Occupational Health & Safety Act, Section 29 and the Health & Safety Committee shall:

1. Identify situations that may by unhealthy or unsafe in respect of the work site.
2. Make recommendations to contractors, employers, and workers for the improvement of health & safety for everyone at the work site.
3. Train & educate contractors, employers, employees, and other workers in health & safety at the work site.

**ESTABLISHMENT OF HEALTH & SAFETY COMMITTEE:**

[Farm Name] shall establish a joint work site health and safety committee,

(a) if the employer employs 20 or more employees, or

(b) at any other work site designated by a Director.

The joint work site health and safety committee shall establish rules of procedure for fulfilling its duties under the OHS Act.

**MEMBERSHIP OF JOINT WORK SITE HEALTH AND SAFETY COMMITTEE:**

A joint work site health and safety committee shall consist of such number of persons as may be agreed to by the employer and the employees where at least half represent workers who are not associated with the management of the work site, and are persons selected by the workers they represent.

The health and safety committee shall have 2 co-chairs, one chosen by the employer members on the committee and the other chosen by the worker members on the committee.

The co-chairs shall alternate in serving as chair at meetings of the joint work site health and safety committee and shall participate in all decisions of the committee.

To be eligible to be appointed or selected as a worker member, a person must work at the work site where the health and safety committee is established.

Employer members of a health and safety committee must be appointed to the committee by the employer, as applicable. To be eligible to be appointed as an employer member, a person must be employed at the work site where the health and safety committee is established or in the case of an employer who operates at multiple work sites, be a person directly employed by the employer.

**TERM OF OFFICE:**

If the health and safety committee member has served one year, a new health and safety committee member must be selected by the workers the committee represents at the end of the one-year term. If a current health and safety committee member is no longer able to serve the required term, a new health and safety committee member must be selected by the workers the committee represents.

**DUTIES & FUNCTION:**

The health and safety committee shall, in cooperation with the employer, perform the following duties, with any necessary modifications, as set out for the joint work site health and safety the Occupational Health and Safety Act.

1. the receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers;
2. participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site;
3. the development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures;
4. co-operation with an officer exercising duties under the Act;
5. participation in inspections, inquiries, and investigations concerning the occupational health and safety of employees;
6. develop policies, procedures and codes of practice required by the Act;
7. the making of recommendations to the employer or owner respecting the health and safety of workers;
8. the inspection of the work site at regular intervals;
9. participate in the investigation of incidents, and aid in the recommendations for corrective action;
10. the participation in investigations of serious injuries and incidents at the work site;
11. the maintenance of 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;
12. examine records, policies, plans, procedures, codes of practice, reports or manufacturer specifications that must be maintained under the Act;
13. such other duties as may be specified in this Act;
14. to inform workers on matters affecting occupational health and safety; and
15. Maintain the confidentially of workers who bring forth concerns and request their identity not be revealed to the committee.

**HEALTH & SAFETY COMMITTEE MEETINGS:**

1. The health and safety committee will meet on a monthly basis to discuss health and safety concerns.
2. The agenda for regular health and safety committee meetings will be posted at least 5 days before the meeting.
3. Minutes shall be taken for every meeting and posted.
4. Meetings will be held at an agreed upon location.
5. The health and safety committee shall participate in training to understand the duties required in fulfilling the role.
6. A health and safety committee may call a special meeting with an employer to deal with urgent concerns at the work site.

**Quorum**

* There must be at least half of the committee members present at a meeting. This must include employee representatives and at least one employer representative.
* If quorum is not reached, the meeting must be scheduled for another date.

**RECOMMENDATIONS:**

Upon receiving a written recommendation from the health and safety committee, [Farm Name] will take the following actions:

* If reasonably possible, [Farm Name] will respond to the recommendation in writing within 21 days of receiving the recommendation that either:
	+ Indicates that it accepts the recommendation; or
	+ Lists its reasons for not accepting the recommendation;
* If [Farm Name] does not accept the health and safety committee recommendation, then alternative solutions will be evaluated and discussed in the next health and safety committee meeting;

**MEETING MINUTES:**

After each meeting, the health and safety committee must prepare a report of the minutes of the meeting. [Farm Name] will then:

* Retain a copy of the minutes for at least 5 years from the date of the meeting to which they relate;
* Ensure that copies of the minutes are readily accessible to, workers, and other government officials; and
* Post copies of minutes from the 3 most recent health and safety committee meetings within 7 days of the meeting.

**POSTING SAFETY COMMITTEE INFORMATION:**

[Farm Name] will post the following health and safety committee information:

* The name, location, and contact information of the health and safety committee members;
* Minutes from the 3 most recent safety committee meetings.

**RIGHTS OF THE HEALTH & SAFETY COMMITTEE MEMBERS:**

The health and safety committee members are entitled to time off from work for:

* The time they are required to attend health and safety committee meetings;
* The reasonably necessary time they spend preparing for meetings;
* The time they spend carrying out other health and safety committee duties and functions; and
* Time off from work under the above provisions is considered to be time worked and [Farm Name] must pay the member for that time.

**TRAINING:**

* Each health and safety committee member is entitled to annual educational leave to attend health and safety training courses conducted by or with the approval of the Board in accordance with the Occupational Health and Safety Act.
* [Farm Name] will provide educational leave to members without loss of pay or other benefits.
* [Farm Name] will pay for, or reimburse the worker for, the costs of the training course and reasonable costs of attending the course.

**SAFETY COMMITTEE WORKPLACE INSPECTIONS:**

The health and safety committee will inspect the workplace at least once a month. Where feasible, the health and safety committee will participate in special inspections required by the director.

EMPLOYER TO WORK WITH HEALTH & SAFETY COMMITTEE:

If the health and safety committee brings a health and safety matter to the attention of the employer and makes recommendations to remedy the matter,

1. if the matter can be resolved by the employer within 30 days, the employer shall do so and inform the committee;
2. if the matter cannot be resolved by the employer within 30 days, the employer shall respond in writing, stating how the concern will be addressed and when the concern will be addressed, including
3. a timetable for implementing changes to address the matter; and
4. any interim control measures that the employer will implement to address the matter, or
5. if the employer disagrees with any recommendations or does not accept or believe there are any health and safety concerns, the employer give reasons why the employer disagrees with any recommendations or does not accept or believe there are any health and safety concerns.

Where the parties cannot resolve a problem or address a concern after the provision of written reasons by the employer the health and safety committee may refer the matter to an officer.

Nothing in this section limits the right of a worker to refer a health and safety concern directly to an officer.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*The safety information in this policy is to be used in conjunction with all applicable federal and provincial legislation in which all employees should be familiar.

**[Farm Name] HEALTH & SAFETY COMMITTEE MEETING AGENDA**

1. Call the meeting to order.
2. Roll call
3. Agenda
	1.
	2.
	3.
	4.
	5.
	6.
4. Approval of last meeting’s minutes
5. Unfinished Business
6. New Health and Safety Complaints, Concerns or Issues
7. Occupational Health and Safety activities
	1. Inspections
	2. Investigations
	3. Training
	4. Other occupational health and safety activities
8. Management requests of the Representative or Committee
9. Status of Representative or Committee Recommendations Made to Management
10. Recurring Items
11. Suggestions for Improvement
12. New business
13. Date and time of next meeting
14. Adjournment

**HEALTH & SAFETY COMMITTEE/REPRESENTATIVE MEETING MINUTES INSTRUCTION**

Committee/Representative Meeting Minutes:

1. Add the **Date** using the full month, day, and year at the top of the page.
2. Add the Farm name under **Employer.**
3. Add the farm physical location under **Address**.
4. Note the **Scope(s) of Work or Commodity** for the farm.
5. Enter the total **Number of Workers** working on the farm. This may change from meeting to meeting and month to month.

Committee Meeting Minutes:

1. Enter the **Employer and Worker Co-Chairperson's** first and last names and note if they are **Present** or **Absent.**
2. Enter the **Employer and Worker Committee Members’** first and last names and note if they are **Present** or **Absent.**

Representative Meeting Minutes:

1. Enter the name of the **Employer Representative** and the **Worker Representative**.

Committee/Representative Meeting Minutes:

1. Concerns are numbered in sequential order and numbers are not re-used. If this is your first meeting start with "1" under **# column.**
2. Enter under **Origin W/E,** if it was the Employer (E) or the Worker (W) who brought up the concern.
3. Enter under **Concern**, a brief description of the concern, for example, "PTO guard missing on tractor."
	1. Readers only want the highlights.
	2. Concerns listed need to be clear enough so if OHS was to review the minutes they understand the concern and recommendation.
	3. It is not necessary to document full discussions.
4. Enter under **Recommendation**, how you plan to fix the PTO guard.
5. Enter under **Action By,** who will to fix the PTO Guard.
6. Enter under **Target Date**, the date in which the PTO Guard is expected to be fixed.
7. Under **Concerns Completed**, enter the number of the concern in this space once it is completed.
	1. Once the PTO Guard is fixed, then a "1" would be entered in this space at the next meeting.
8. Under **In Progress,** enter the numbers of the concerns that are in progress from previous meetings.
	1. This will help you stay on track and meet timelines.
9. If a concern is in progress for too long or requires a new target date, write its' original number under the **#** **column** and renter the Origin, Concern, Recommendation, Action By, and a new Target Date.
10. For another new concern brought forward, you would enter "2" under **# column,** and enter the information as listed in steps 9-13.
11. At the bottom of the meeting minutes there is space for **"Other Business/Concerns Resolved Between Meetings."** This is space to add concerns that did not get recommendations from the committee or representative but were found and resolved between meetings that are notable.
12. Post 2-3 meeting minute reports simultaneously so workers and employers can track progress and effectiveness of the committee/representative
13. Your agenda will also serve as a record of discussion in the meetings. Be sure to keep a copy of the agenda and meeting minutes in a file together.

**[Farm Name] HEALTH & SAFETY COMMITTEE MEETING MINUTES**

Minutes of meeting Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Address** | **Scope of Work** | **Number of Workers** |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Co- Chair (Employer)** | **Present** | **Absent** | **Co-Chair (Worker)** | **Present** | **Absent** |
| 1.  |  |  | 1. |  |  |
| **Employer Members** |  |  | **Worker Members** |  |  |
| 1. |  |  | 1. |  |  |
| 2. |  |  | 2. |  |  |
| 3. |  |  | 3. |  |  |

Concerns Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In Progress: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| # | Origin [W/E] | Concern | Recommendation | Action By | Target Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Other Business/Concerns Resolved Between Meetings:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_