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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **OHS Committee Terms of Reference** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 Name of the Committee

The official name of this Committee is: OHS Committee of **ABC Company**

# 2.0 Composition of the Committee

The OHS Committee will consist of **6** members; **2** employer representatives and **4** worker representatives. Each area of the workplace will be represented by a worker representative on the Committee. The four areas of the workplace are: office, warehouse, yard and maintenance shop. The secretary is a non-voting member on the Committee and not included in total membership.

# 3.0 Purpose of the Committee

Improve health and safety in the workplace by recognizing hazards, making recommendations for corrective actions, responding to worker concerns, monitoring the OHS program, and acting as a resource to the employer in matters concerning health and safety in the workplace.

# 4.0 Term of Service

The term of service for worker members on the Committee will be 2 years. When a worker member’s term is complete, all workers will be asked to nominate from amongst themselves a person to become a worker member of the Committee. The Committee member who is ending their term may choose to serve another term by putting their name forward to serve again. Where more nominations are made than there are positions available on the Committee, an election shall be held.

# 5.0 Functions of the Committee

* Make recommendations for the establishment of health and safety policies and procedures.
* Identify aspects of the workplace that are unhealthy and unsafe and recommend corrective action.
* Help to identify and resolve health and safety concerns of workers.
* Receive and distribute health and safety information to workers and employer.
* Participate in workplace inspections.
* Maintain records regarding the complaints received from workers and the resolutions of these complaints.

# 6.0 Record Keeping

The Committee will keep accurate records of all matters that come before it, including worker complaints, workplace inspections, incident investigation reports, workplace refusals, and any other OHS documentation available for review and will ensure all recommendations are followed up on. The Secretary will be responsible to keep all records on behalf of the Committee and to ensure that the records are accessible to any member of the Committee.

# 7.0 Meetings

* The Committee will meet at least once every three months.
* Special meetings, if required, will be held at the call of the Co-Chairs.
* Committee members will be required to attend 3 of the 4 meetings scheduled per year to stay an active member.
* Discussions at meetings will only be related to health and safety, no labour/management or union business discussed.

# 8.0 Agenda and Minutes

* An agenda will be prepared by the co-chairs and distributed to all members prior to the meeting.
* All items discussed in the meeting will be reported in the minutes. Unresolved items will continue to be reported in the minutes and placed on the agenda until such time as they are considered complete.
* Minutes will be provided to senior management for their review, along with any formal recommendations.
* Minutes will be prepared as soon as possible after the meeting and will be posted in the workplace, and entered in WorkplaceNL’s connect.

# 9.0 Amendments

These terms of reference may be amended by majority vote of the committee members within the parameters of what is required by the OHS Act and Regulations.

Employer Co-chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worker Co-chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_