

PART III – SUMMARY OF MEETING

Item Date	Item	Recommendation	Action By (who & when)
2015/06/26	Workers not wearing hard hats	Review or develop a PPE policy	Committee
2015/06/26	Boxes stacked too high in receiving department	Review procedures with employees in receiving department	2015/07/24 Sharon Dellnen
			2015/07/10

SAMPLE

A Committee/Representative/Designate is required in all workplaces to improve health and safety by monitoring the OH&S Program in the workplace. In accordance with Section 38 (1) of the *OH&S Act*, “a committee shall consist of the number of persons that may be agreed to by the employer and the workers but shall not be less than 2 nor more than 12 persons.” Section 38 (2) of the *OH&S Act* states “at least half of the members of a committee are to be persons representing the workers at the workplace who are not connected with the management of the workplace.” Section 41 (1) of the *OH&S Act* states “where less than 10 workers are employed at a workplace, the employer shall ensure that a worker not connected with the management of the workplace is designated”. Section 42.1 (1) states “where less than 6 persons are engaged at a workplace and the designation of a worker health and safety representative is impracticable, the employer may designate a workplace health and safety designate”.

Section 40 of the *OH&S Act* states “meetings of a committee shall take place during regular working hours at least once every 3 months.” Section 25 (2) of the *OH&S Regulations* states “minutes of all regular meetings and special committee meetings shall be recorded in the form prescribed by the commission and one copy shall be kept on file with the committee, one copy shall be filed with the commission and one copy shall be posted in a prominent place in the workplace.” It is suggested this form be submitted as soon as possible after the meeting is held. Please send to:

Workplace Health, Safety and Compensation Commission
 Attention: Prevention Services
 PO Box 9000
 St. John's, NL A1A 3B8 or
 Fax: (709) 778-1564

Section 38.1 (1) of the *OH&S Act* states “where 50 or more workers are employed at a workplace, the employer shall provide and pay for training for the members of the *OH&S* committee at the workplace.” Section 38.1 (2) states “where 10 to 49 workers are employed at a workplace, the employer shall provide and pay for training for the co-chairs of the *OH&S* committee at the workplace.” Sections 41 (2) and 42.1 (4) of the *OH&S Act* states “the employer shall provide and pay for training” for the Representative/ Designate. For further information regarding this training, refer to the list of training providers on the Workplace Health, Safety and Compensation Commission’s (the Commission) website at www.whscc.nl.ca under “Prevention” and then “Certification Training Standards”.

When monitoring health and safety at the workplace and, in accordance with Sections 39 and 44 (1) of the *OH&S Act*, activities of the Committee/ Representative/Designate can include: participate in workplace inspections and review workplace inspection reports; review incident investigation reports and make recommendations to the employer for corrective action; receive complaints and concerns from workers and maintain records of the receipt and disposition of complaints and concerns; receive and distribute promotional information to employers and workers; establish and promote health and safety education programs; and review all elements of the OH&S Program.

INSTRUCTIONS FOR COMPLETING THE OH&S MINUTES REPORT FORM

The OH&S minutes report form is intended to record clearly and concisely the OH&S concerns at the workplace along with recommendations for resolution. These minutes are a history of OH&S activity and inform fellow workers and the Commission of the progress made in workplace health and safety.

All parts of this form must be completed accurately each time an OH&S meeting is held. **All information must be printed clearly and legibly.**

The instructions for completing this form are as follows:

PART I - EMPLOYER

List members in respective categories along with their certification training numbers. The certification training number is issued by the Commission upon successful completion of the required certification training for Committees/Representatives/Designates. Please indicate attendance of members present or absent by writing Y or N on the appropriate line.

PART II – OH&S ACTIVITY

Since last meeting, indicate the following on the form:

Workplace Inspections: The Committee/Representative/Designate shall participate in workplace inspections as per Section 39 (a.1) of the *OH&S Act*.

Workplace Complaints/Concerns: The Committee/Representative/Designate shall receive complaints and concerns on behalf of workers as per Section 39 (c) of the *OH&S Act*.

Incident Investigations: Conducting incident investigations may be the responsibility of a safety department, a supervisor, the Committee/ Representative/Designate or other trained staff. If the Committee/ Representative/Designate are not involved in incident investigations, they can participate by reviewing and monitoring recommendations from the incident investigation report.

Work Refusal(s): A work refusal occurs when a worker exercises the right to refuse work which they believe to be unhealthy or unsafe under Sections 45-48 of the *OH&S Act*.

From this meeting, indicate the following on the form:

Health/Safety Hazards: Please categorize the item(s) identified as a health hazard or safety hazard. Categories of hazards and examples can be found on the last page.

Outstanding items: Please indicate the number of outstanding items carried forward from the last meeting.

Signatures of Co-chairs and Date: Signatures of both the employer and worker co-chairs are required. It indicates they are satisfied with the record of the meeting and attest that it is complete and accurate. The minutes must be signed off by the co-chairs present at the meeting. If the co-chair was not present at the meeting, a representative from their respective group would sign on their behalf. The date indicates the date that each co-chair signs the minutes.

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Item Date: Record the date that the item was **first** brought to the Committee/Representative/Designate.

Item: Refer to the inside back cover of this book for examples of items. This is not an all-inclusive list.

Recommendation: A recommendation is a suggestion(s) for a solution.

Action By (who & when): This indicates the person(s) responsible for follow-up and sets a time for the action to be completed and addressed.

ITEMS (EXAMPLES)	HEALTH HAZARDS (EXAMPLES)
<p>Hazards</p> <ul style="list-style-type: none"> • Workplace is very noisy • Areas in workplace are too hot/too cold • Lighting: excessive or too little • Warning system not working <p>Housekeeping</p> <ul style="list-style-type: none"> • Poor housekeeping • Boxes stacked too high • Incorrect disposal of needles • Oily rags left on the floor <p>Chemical</p> <ul style="list-style-type: none"> • Chemical storage areas not identified • Workers unaware of chemical hazards • (Material) Safety Data Sheet – (M)SDS • Chemicals not labeled <p>Safe Work Practices & Procedures</p> <ul style="list-style-type: none"> • Safe work practices and procedures not being followed • Workers not following lockout procedures • Workers not following confined space entry procedures <p>Training</p> <ul style="list-style-type: none"> • No new worker orientation • No consistency for worker training • Training is required in the use of fire extinguishers • Workers not trained in first aid <p>Emergency Response</p> <ul style="list-style-type: none"> • No eye wash stations in areas where chemicals are used • First aid kits need to be replenished • Exit doors are blocked/locked • Evacuation plan is outdated <p>Workplace Inspections and Incident Investigations</p> <ul style="list-style-type: none"> • Workplace inspections not followed up • No procedure for incident investigations • No process for writing recommendations <p>Leadership and Administration</p> <ul style="list-style-type: none"> • Workers working alone after regular working hours • The OH&S legislation is not available to workers 	<p>Chemical</p> <ul style="list-style-type: none"> • Gases (carbon monoxide, methane) • Dust (asbestos, silica) • Solvents (cleaning agents, turpentine) • Fumes (welding) <p>Physical</p> <ul style="list-style-type: none"> • Noise • Extreme temperatures (heat and cold) • Indoor air quality • Illumination (lighting) <p>Biological</p> <ul style="list-style-type: none"> • Viruses (HIV) • Blood borne pathogens (hepatitis C) • Fungi and molds • Bacteria (salmonella, e-coli) <p>Ergonomic</p> <ul style="list-style-type: none"> • Excessive force (lifting, pushing, pulling) • Repetition (working on a high paced production line) • Awkward postures (bending, reaching, twisting) • Duration (continuous, over a prolonged period)
ELEMENTS OF AN OH&S PROGRAM	SAFETY HAZARDS (EXAMPLES)
<ul style="list-style-type: none"> • Leadership and Administration • OH&S Committee/WH&S Representative/ WH&S Designate • Education and Training • Communication • Safe Work Practices/Procedures • Hazard Recognition, Evaluation & Control • Workplace Inspections • Incident Investigation • Emergency Preparedness • Disability Management 	<p>Machine</p> <ul style="list-style-type: none"> • Moving parts • Hot parts • Absence of guards • Poor maintenance <p>Energy</p> <ul style="list-style-type: none"> • Electricity (overloaded circuits) • Gravity (falling objects) • Kinetic (slip and fall) • Steam (boiling kettle) <p>Confined Space</p> <ul style="list-style-type: none"> • Areas not intended for human occupancy • Areas with restricted entry or exit • Areas where hazardous atmospheres exist (methane, hydrogen sulfide, oxygen deficient/enriched) <p>Materials Handling</p> <ul style="list-style-type: none"> • Mechanical materials handling (lifting, lowering, carrying, pushing, pulling and shovelling) • Handling hazardous materials (handling flammable, reactive, explosive and/or corrosive substances) <p>Work Practice</p> <ul style="list-style-type: none"> • Failure to develop or follow safe work practices and procedures (working from heights without safety equipment) • Poor housekeeping (improper storage area, high stacking, grease on the floor)