

## Legislative Requirements for OHS Committees, Representatives and Designates

Legislative Requirement	Provincial (OHS Act)	Federal (Canada Labour Code Part II)
<b>Establishing a Committee</b>	<p>A workplace with:</p> <ul style="list-style-type: none"> <li>• 10 or more workers must establish an OHS Committee</li> <li>• 9 or less workers must elect a WHS Representative</li> <li>• Less than 6 workers must elect a WHS Representative or appoint a WHS Designate (where a representative is impracticable)</li> </ul>	<p>A workplace with:</p> <ul style="list-style-type: none"> <li>• Less than 20 workers shall appoint a Health and Safety Representative</li> <li>• 20 or more workers must establish a Work Place Health and Safety committee</li> <li>• 300 or more workers shall establish a Policy Health and Safety Committee</li> </ul>
<b>Training</b>	<p>Where the employer has:</p> <ul style="list-style-type: none"> <li>• 50 or more workers - the employer shall provide and pay for WorkplaceNL certification training for all members of the Committee</li> <li>• 10 to 49 workers - the employer shall provide and pay for WorkplaceNL certification training for the co-chairs of the Committee</li> <li>• 9 or less workers - the employer shall provide and pay for WorkplaceNL certification training for the WHS Representative</li> <li>• Less than 6 workers - the employer shall provide and pay for WorkplaceNL certification training for the WHS Designate</li> </ul>	<p>Federal OHS legislation does not have a specific training standard; however, it does require that members of policy and work place committees and health and safety representatives receive the prescribed training in health and safety and are informed of their responsibilities</p>

Legislative Requirement	Provincial (OHS Act)	Federal (Canada Labour Code Part II)
<p><b>Frequency of Meetings</b></p>	<ul style="list-style-type: none"> <li>• Committee meetings shall take place during regular working hours <b>at least once every three (3) months.</b></li> <li>• A worker is not to suffer loss of pay or other benefits while engaged in a meeting of a committee.</li> </ul>	<ul style="list-style-type: none"> <li>• A Work Place Health and Safety Committee shall meet during regular working hours <b>at least nine times a year at regular intervals</b> and, if other meetings are required as a result of an emergency or other special circumstances, the committee shall meet as required during regular working hours or outside those hours.</li> <li>• A Policy Health and Safety Committee shall meet during regular working hours <b>at least quarterly</b> and, if other meetings are required as a result of an emergency or other special circumstances, the committee shall meet as required during regular working hours or outside those hours.</li> </ul>
<p><b>Documentation of Minutes</b></p>	<p>Committees are required to submit minutes of all regular OHS meetings and special meetings online through WorkplaceNL's connect.</p>	<p>There is no requirement to send meeting minutes to WorkplaceNL, however committees should maintain their own meeting minutes documentation.</p> <p>A committee shall ensure that accurate records are kept of all of the matters that come before it and that minutes are kept of its meetings. The committee shall make the minutes and records available to the Head at the Head's request.</p>