

# OH&S Committee STRUCTURE



## COMPOSITION

### COMMITTEE MEMBERSHIP

- › Worker members from all unions and representing non-union employees
- › Employer members
- › A worker co-chair selected by the worker members
- › An employer co-chair selected by the employer members

The number of employer members cannot exceed the number of worker members on the committee. Committees may have a formal composition agreement that defines committee membership.

### ELECTIONS & VACANCIES

- › Locals elect their committee members as per normal election procedures.
- › Locals may appoint an interim member where a vacancy exists between membership meetings.
- › The employer must appoint a worker member if the union does not select a member.

### MULTI-LOCAL WORKSITES

Where a worksite has more than one UNA Local with duespayers at the site, UNA, not the Employer, determines which local(s) will elect members to the committee.

## TERMS OF REFERENCE

### OH&S CODE, PART 13, SECTION 197

*Note: These are the minimum requirements, and Terms of Reference can include additional items.*

An employer must ensure each joint health and safety committee develops written terms of reference

- outlining the process to select co-chairs,
- outlining the process for selecting worker members to the committee to ensure worker members are representative of the workers for that employer,
- establishing a term of office for committee members,
- outlining the frequency for regular committee meetings and how meeting records will be maintained,
- outlining processes for conducting meetings, and forwarding health and safety concerns to the attention of the employer,
- establishing a process to replace a member during the member's term of office,
- establishing a dispute resolution process for when the committee cannot agree on a recommendation to the employer, and
- outlining processes to address circumstances where committee members are not fulfilling their duties.