



## Locals to review their Health and Safety Committees

October 19, 2011

To all TWU Locals:

The TWU National Health and Safety Committee is requesting that your Local review the H&S Committees in your jurisdiction to ensure Workplace Health and Safety committees are up and running effectively with adequate representation of work groups. Minutes are required to be posted prominently in the workplace with copies sent to [safety@twu-stt.ca](mailto:safety@twu-stt.ca).

When health and safety committees are participating effectively they help the employer remove dangers from the workplace and make recommendations on improving workplace health and safety.

Under the Canada Labour Code, unionized employees are entitled to select their representative(s) to workplace committees. Your Local bylaws provide further clarification on this selection process, whether appointed or elected, and the responsibilities of each member.

Workplace H&S Committees' Terms of Reference should provide information on:

- Composition (number of members, selection procedures, alternates)
- What constitutes a quorum (fixed minimum number of members that must be present to make a meeting valid)
- Term of office, procedures to follow, etc.

It is possible that in some Local jurisdictions, there may be workgroups not represented by a Workplace H&S Committee. Areas not represented should be brought to the attention of [twusafety@twu-stt.ca](mailto:twusafety@twu-stt.ca)

Committee members are entitled to paid time off during normal work hours as needed to attend committee meetings and to carry out workplace inspections and other committee functions.

The employer is required to ensure committee members are adequately trained in order for them to contribute fully in all committee activities. Make sure the members of your Workplace Health and Safety Committee(s) are trained to recognize violence in the workplace, how to perform inspections and investigations, etc.

*"The demands of the service or the importance of the job are never so great that we cannot do the job safely."*

Visit the TWU Health & Safety webpage at: [www.twu-stt.ca/en/health-and-safety](http://www.twu-stt.ca/en/health-and-safety)

**Your National Health & Safety Committee**