

WSH REGULATION *Summary Sheet*

PART 3 Workplace Safety and Health Committees and Representatives

Previous Regulation(s): MR106/88R

Summary of requirements:

- **Formation of committees** - size of committee to be determined by consulting the union or workers. The employer may not influence the election of the worker members. A dispute regarding the election process may be referred to a Safety and Health Officer.
- **Term of Office** - 2 years (or by union constitution) - may continue to hold office until reappointed or re-elected.
- **Meetings:**
 - First meeting must be held within one month of establishment. Subsequent meetings must be at intervals not exceeding 3 months.
 - Committee members must be given at least three days prior notice of a regularly scheduled committee meeting.
 - A suitable location and resources must be provided for carrying out the Committee's duties and functions.
- **Special meetings** - a co-chairperson of a committee may call a special meeting to deal with matters of urgent concern.
- **Quorum** is $\frac{1}{2}$ of worker members and $\frac{1}{2}$ of employer members.
- **Rules of procedure** - must be established by the committee and include the following:
 - Regular meetings of the committee, and the day, time and place;
 - The procedure to be followed and the type and amount of notice to be given to change the day, time, etc.
 - Rules respecting the conduct of committee meetings
 - Other matters as the committee considers necessary or desirable.
- **Minutes** - committee must ensure that:
 - Minutes are recorded in a format acceptable to the division;
 - Minutes are signed by the co-chairpersons, kept at the workplace for a period of at least ten years;
 - A copy to be given to the employer or prime contractor;
 - Employer, or prime contractor, must within seven days of receiving a copy of the minutes ensure that a copy is sent to the Division and to each committee member.

- **Information or documents addressed to committee members** must be distributed as soon as reasonably practicable, but no later than seven days of receipt.
- **Representatives** - an employer must meet with the representative at regular intervals - not exceeding three months. A representative may call a special meeting to deal with urgent matters.

General requirements:

- **Safety and Health Officer may call a meeting.**
- **Bulletin board** - must be readily accessible to workers for the exclusive use of committee members. The following information must be posted on the bulletin board:
 - Name of each committee member and the date each member's term of office expires.
 - Scheduled date of meetings.
 - The agenda of each meeting.
 - Copy of minutes of each meeting.
 - Any item recommended to be posted.
- **Examination of information materials** - a committee member/representative must be allowed to examine any log book, assessment, inspection report other record required to be kept at the workplace under the Act or regulations.
- **Lost-time injury information** - must be provided to the committee members or to the representative.
- **Handling of personal health information** - a committee member/representative must not disclose a worker's personal health information unless the disclosure is required or permitted by law.

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Note: This is high-level summary.
Please refer to the Regulation for more detailed requirements.