

Policy Committee Checklist

- Policy Committee meeting at least quarterly during regular working hours
- members of a policy committee are adequately trained in health and safety
- policy committee members are informed of their responsibilities under the Code
- employer paying committee members at their regular rates of pay
- participate in the development of health and safety policies and programs
- have open lines of communication with work place committee(s) and/or health and safety representatives
- deal with matters raised by members and those referred to it by a work place committee or health and safety representative
- participate in the development and monitoring of a program for the prevention of work place hazards
- participate in the development and monitoring of the health and safety education of employees
- participate in inquiries and studies
- participate in investigations and inspections
- receive and monitor all data on work accidents, injuries and health hazards
- participate in the development and monitoring of programs for the provision of personal protective equipment, clothing, devices or materials
- participate in the planning of the implementation of changes that may affect health and safety, including work processes and procedures
- participate in the actual implementation of changes that may affect health and safety, including work processes and procedures
- keep accurate records of all matters that come before it
- keep accurate records of the minutes of all meetings

- have access to all government reports, studies and tests relating to the health and safety of employees
- have access to any information deemed necessary to identify existing or potential hazards with respect to materials, processes, equipment or activities in any of the employer's workplaces.