



Meet at least quarterly during regular working hours

Ensure all members have adequate health and safety training

Verify that members know their responsibilities under the Canada Labour Code

Check that members are receiving their regular rates of pay

Help develop and monitor health and safety policies and programs

Maintain open lines of communication with workplace committees and health and safety representatives

Address matters raised by members, workplace committees and health and safety representatives

Help develop and monitor the workplace hazard prevention program

Help develop and track employee health and safety training

Participate in inquiries, studies and inspections

Obtain and track all workplace accident, injury and health hazard data

Help develop and monitor the personal protective equipment, clothing, devices and materials program

Help plan and implement changes that may affect health and safety, including work processes and procedures

Keep accurate records of all matters brought before the committee

Keep accurate minutes of all meetings

Have access to all government reports, studies and tests relating to employee health and safety

Have access to all necessary information for identifying workplace hazards related to materials, processes or equipment