

SAFETY AND HEALTH COMMITTEE MINUTES

Manitoba
Labour and
Immigration
Workplace Safety
and Health Division



200-401 York Avenue
Winnipeg, Manitoba R3C 0P8

Home page: <http://www.gov.mb.ca/labour/safety> Click on Committee Minutes to enter your minutes interactively.

Phone: 1-800-282-8069 ext. 3446

FAX: (204) 945-4556

FAX for Committee Minutes: (204) 948-2209

Your committee must meet four or more times per year. Minutes of each meeting of the safety and health committee at your workplace must be faxed, mailed, e-mailed to cominutes@gov.mb.ca, or if you use the interactive form, once you have entered all the information, press "Send Committee Minutes" and they will be sent automatically to the Workplace Safety and Health Division. You can use the Workplace Safety and Health Committee Minute Form or set up your own format containing all the information in our form.

The minute form is intended for your use to record briefly and clearly the safety and health concerns at your workplace and steps taken by the committee or others to resolve them. They are designed to provide everyone at your workplace and the Workplace Safety and Health Division with information on your committee's activities and progress to date.

If you are unable to resolve an issue yourselves, phone or write your Safety and Health Officer for assistance in finding a solution. If you would like assistance with making your committee more effective, call the Safety and Health Committee Coordinator at 945-5718 or 1-800-282-8069 extension 5718.

Instructions For Completion Of Minute Forms

1 You must complete all information in top boxes:

Full Name & Full Address of Workplace - must include Department & Branch, where applicable. *(Include Sch Division)*

Which Committee - needs to be completed only if you have more than one committee at the same address.

Number of Employees at the Workplace - the number at the workplace, not the number on the committee.

- 2 In the first column "Origin" indicate the date an issue is first raised at a safety and health committee meeting. Continue to note this date in future minutes until the committee agrees the issue is resolved.
- 3 In the second column "Concern or Problem" list the details of items discussed. Draw a line across the page to separate each issue.
- 4 In the third column "Recommendation or Action Taken" indicate what has been done or the steps being taken or the committee's recommendation as to what should be done to resolve the issue.
- 5 In the last column "Action By" fill in who will be responsible for carrying out each interim step or action and the date it will be completed or, if the issue is resolved, fill in the date it was resolved.
- 6 In the bottom section "Other Business" record any points not covered such as upcoming elections or date of next meeting.
- 7 Both management and worker co-chairs must sign each page of the minutes when they are satisfied that the record is complete and accurate. Please indicate by an (X) in the brackets who chaired that particular meeting.
- 8 Distribution of copies must be done within one week following the committee meeting:
 - a) Distribute copies to committee members, alternates, and relevant managers.
 - b) Keep one copy for permanent committee files.
 - c) Send one copy to Workplace Safety and Health Division - by mail to the address above, fax minutes to (204) 948-2209, e-mail to the above address or electronically.
 - d) Post one copy on the safety and health committee bulletin board(s).

SETTING AGENDAS: It is recommended that the co-chairs get together to set the agenda for each meeting. This must be posted on the safety and health committee bulletin board prior to each meeting and distributed to committee members at least 3 clear days ahead of the meeting. Following is a generic agenda outline that could be used in creating your own agendas.

- 1 **Review minutes of last meeting.** You will need to determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
- 2 **Review issues resolved by individual committee members or supervisors.**
- 3 **Review illness, injuries and accidents since last meeting.** This could also include a brief review of working procedures, rules and policies related to the illness, injuries or accidents and recommendations for changes to same.
- 4 **Consider new concerns or problems.** These may arise out of inspection tours, surveys, investigations by committee or concerns brought to the committee's attention by employees or management.
- 5 **Review of educational material and availability of safety and health training programs.**

Revised March 27, 2001

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COMMITTEE MINUTE FORM

PAGE ___ OF ___

See reverse for completion instructions
 Complete all sections - type or print clearly
 Phone (204) 945-3446
 FAX (204) 948-2209

**Manitoba
 Labour and
 Immigration**
 Workplace Safety
 and Health Division



Complete Name and Address of Workplace Phone: Fax: Which Committee (if more than one): Meeting date: Date of next meeting: Number of employees at the workplace:	Employer Members (list all)	Occupation	Present	Absent
	Worker Members (list all)			
	Guests (list any)			

Date of Origin	Concern or Problem <small>(See reverse for completion instructions)</small>	Recommendation or Action To Be Taken	Action By <small>(who & when)</small>

Other Business:

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

() Print name of Employer Co-Chair _____ () Print Name of Worker Co-Chair _____

Signature _____ Signature _____

Within 7 days, copy to: ① Committee members; ② Committee files; ③ Workplace Safety and Health; ④ Post on S&H Bulletin Board

TO ALL WORKPLACE SAFETY AND HEALTH COMMITTEE MEMBERS

For all future Minutes submitted to the Workplace Safety and Health Division, please use the current Minute form enclosed. Keep the original as your master and xerox copies as needed. Fax all Minutes to 948-2209. See instructions on back page of the Minute form for the address for e-mail Minutes. Minutes can also be mailed to the Division at: 200-401 York Ave, Winnipeg MB R3C 0P8. (If you are currently using this Minute form, please disregard this message).

Please ensure that all identifying information eg. company name, address, postal code, phone & fax numbers are entered in the upper portion of your Minutes prior to submitting. Identify the employer co-chair in the employer members box, eg. John Smith – co-chair, to include his/her occupation ---- this information should be printed to ensure the correct spelling in our database. The same information is required for the worker co-chair --- in the worker members box.

I can be reached at 945-5718 or 1-800-282-8069 Ext 5718 if you require assistance with the Minute form. Thanking you in advance for your assistance.

**NEW WORKPLACE SAFETY & HEALTH TRAINING COURSE
LEVEL ONE SAFETY AND HEALTH COMMITTEE DEVELOPMENT**

Are you new to your Workplace Safety & Health Committee, or have you been on it for awhile? Time to revitalize the Committee role? Wondering what you are supposed to be doing to address Safety and Health related issues at your workplace? This two-day course takes you through the rights and responsibilities of co-chairs, Committee members, workers and employers with regards to meetings, recognizing hazards and recommending solutions, incident investigation, inspections, and right to refuse situations.

Watch for the Training Program Schedule with registration details in the next issue of the Workplace Safety & Health Division's SAFEWork newsletter.

FREE SAFETY VIDEO LENDING LIBRARY

To book free safety videos, e-mail: sgarant@gov.mb.ca OR order from our web site at: <http://www.gov.mb.ca/labour/safety/publication/index.html> OR fax requests to: 945-4556. If no access to e-mail or fax, call Sheryle Garant at 945-3603 or toll free at 1(800) 282-8069 ext 3603. You can request our catalogue via the above e-mail address. Be sure to inquire about our Safety and Health videos for Committees.