



# SAFETY TALK

## JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEES

### WHAT IS A JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE ?

A committee made up of workers and employer representatives who work together to address health & safety issues in the workplace.

### WHO NEEDS A JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE?

Any workplace (or site) that employs twenty (20) or more workers is required to have a Joint Health & Safety Committee

If your workplace has between five (5) and nineteen (19) workers a Health & Safety Representative is required.

### RESPONSIBILITIES OF THE JOINT HEALTH & SAFETY COMMITTEE:

- To meet at least monthly and post the minutes from their meetings
- Conducting regular workplace inspections
- Making recommendations to the employer for improvements to Health & Safety in the workplace
- Encouraging workers to first report hazards to their Supervisor
- Committee members should be knowledgeable of committee requirements. Additional information can be found in the WCB Guide to Joint Occupational Health and Safety Committees



[Guide to Joint Occupational Health and Safety Committees \(wcb.pe.ca\)](http://www.wcb.pe.ca)

Source: WCB Preventing Workplace Injury & Illness <http://www.wcb.pe.ca/Workplace/JOSHCommittees>

*Safety is everyone's responsibility!*

DATE: \_\_\_\_\_  
FACILITY: \_\_\_\_\_

SAFETY TALK LEAD BY: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_

## DISCUSSION QUESTIONS:

WHEN DOES A WORKPLACE NEED A HEALTH AND SAFETY COMMITTEE?

WHERE CAN I FIND INFORMATION ABOUT THE COMMITTEE MEETINGS?

WHO SHOULD I REPORT A SAFETY CONCERN TO ?

EMPLOYEE CONCERNS & IDEAS FOR IMPROVEMENT:

EMPLOYEES PRESENT:

FOLLOW UP ON CONCERNS:

If you have any feedback on the Safety Talks program or a suggestion for a Safety Talk, please contact a member of the Wellness & Safety Team or email [healthpeihr@ihis.org](mailto:healthpeihr@ihis.org).

Safety Talks can be found on the Staff Resource Centre at: <https://src.healthpei.ca/safety-talks>