

Section/Number: Occupational Health and Safety - 012	Approval Date: (DD/MM/YY)
Subject: Occupational Health and Safety Committee	Amendment Dates:
<p>Policy</p> <p>The Community Government will establish an Occupational Health and Safety (OH&S) Committee to provide an opportunity for supervisors and staff members to identify and resolve staff health and safety concerns in a cooperative manner.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <p>Membership on the Committee</p> <p>1. The OH&S Committee will consist of the Senior Administrative Officer (SAO), Community Works Foreman, Senior Finance Officer and three staff representatives.</p> <p>The OH&S Committee will be:</p> <ol style="list-style-type: none"> 2. Investigate and evaluate unsafe acts and conditions in order to ensure a workplace free of hazards. 3. Conduct and review regular hazard assessments and safety inspections to make recommendations for change, as needed. 4. Review fire and emergency response drill reports to make recommendations for changes, as needed. 5. Review WSCC accident /Injury First Aid reports to prevent accidents from reoccurring. 6. Ensure that a Workplace Hazardous Materials Information System (WHMIS) program is fully implemented. 7. Offer education programs/materials in order to ensure that all staff are aware of their rights, restrictions, responsibilities, and duties under the NWT's <u>Safety Act</u> and General Safety Regulations. 8. Ensure that regular orientation and in-service programs for WHMIS, Fire and Emergency Plans and Back Care are offered and that the requirements are met. 	

- | |
|--|
| <p>9. Establish ad hoc committees, as needed, to review and develop recommendations related to any specific health and safety issues, and to report back to the Occupational Health and Safety Committee for action.</p> <p>10. Conduct an annual review of all Health and Safety policies for appropriateness and relevance</p> <p>11. Make recommendations for amendments.</p> |
| Attachments |
| N/A |
| References |
| N/A |