



# Health & Safety Committees (Ontario)

2 Days

Empower committee members with knowledge and awareness

The joint health and safety committee is the only legislated committee likely to be formed in the workplace. Membership on the committee can be a gratifying and educational experience. Your informed participation may affect the well-being of fellow employees and have an impact on the atmosphere and morale in your workplace.

## HOW YOU WILL BENEFIT

In this 2-day workshop you'll learn about the responsibilities of joint health and safety committee membership. The Occupational Health and Safety Act of Ontario sets down specific tasks and documentation regarding workplace safety conditions and inspections.

After the workshop, you will be able to:

- Take responsibility as and perform the duties of one of the co-chairs, worker or management, on the committee.
- Inspect the workplace by effectively identifying hazards before they become risks to employees.
- Participate in accident investigations.
- Participate on a Worker Trades Committee, to address hazards specific to the trades.

## WORKSHOP DESCRIPTION

### The Principles of Joint H&S Committees

- Committees consist of management and worker members. At least half of the committee members must have no management responsibilities
- Worker members are to be chosen by fellow workers.
- Co-chairs are two: one management and one worker. Co-chairs share the responsibility of organizing and facilitating the meetings.
- Meetings are to be held at least four times per year.
- Workplace is to be inspected monthly, with the entire workplace inspected within the year.
- Certified committee members participate in work refusals.
- Committees recommend and review annually training schedules and contents
- Committee members are consulted by Ministry of Labour Inspectors during investigations of accidents and work refusals

### The Six-Step Committee Process

- Organizing – Forming a committee
- Meeting – Effective meetings
- Inspecting – What to look for and where to find it
- Advising – Diligent recommendations
- Recording – Minutes and records
- Following Up – Is it working?

## ATTEND THIS WORKSHOP IF YOU...

- Have been appointed or elected to participate on the health and safety committee
- Would like to be on the committee
- Are a manager in a workplace that has a committee
- Are in a union that has members on a committee

*Health and Safety Committees (Ontario) provides committee members with a model and the tools for participating, communicating effectively and developing self-reliance to fulfil their responsibilities.*

## HOW TO REGISTER

To register, call **(613) 727-7729**  
Or email [training@algonquincollege.com](mailto:training@algonquincollege.com)

**Dates:** **October 5, 6, 2009**  
**January 21, 22, 2010**  
9:00 a.m. to 4:30 p.m.

**Fee:** **\$675** (plus GST) for 2-day program

**Location:** 340 Albert Street, 11<sup>th</sup> Floor  
Constitution Square, Ottawa

*Check-in, coffee and muffins starts at 8:30 a.m.  
Afternoon refreshment provided.*

*Participants receive an Algonquin College Statement of Achievement.*

*Group size is limited to 20.*

*On-site delivery of this workshop is available.*

## Mike Gillissie

As a teacher and workshop facilitator, Mike specializes in helping others achieve the confidence to participate on a joint health and safety committee, one that may affect the health and safety of the people working in organizations. Mike's start was within the realm of manufacturing, using gases and chemicals so toxic that they could kill in seconds. Since 1994 he has owned and operated a consultancy for health and safety. He is an accredited Canadian Registered Safety Professional (CRSP) and Occupational Hygiene Technologist (ROHT.). His is winner of the 2009 Capital Educator's Award.