

Empowering Employees to Create Safer Workplaces

Establishing a Committee

- ## Committee Functions and Rights

- Quarterly meetings (maximum two paid work hours per quarter)
- Members entitled to up to four hours of paid safety training annually

- Establish rules for member selection, terms and training
- Review workplace safety policies and programs
- Raise health and safety concerns to management
- Receive advance notice of governmental safety agency visits when possible
- Make recommendations through majority vote (unless alternative rules are adopted)

- Respond in writing to safety concerns raised by the committee
- Provide access to workplace safety policies and reports upon request
- Cannot interfere with committee operations or retaliate against members
- May withhold information only if prohibited by law or containing personal identifying details

Getting Started

1. **Employee Request:** Submit a written request signed by at least two non-supervisory employees
2. **Committee Formation:** Once approved, select committee members according to the requirements
3. **Initial Meeting:** Establish operating procedures and elect co-chairs
4. **Regular Operation:** Hold quarterly meetings and document safety concerns and recommendations

