

5 OSH Committees, OSH Representatives, and You

OSH Committee

The *Canada Labour Code* requires that an Occupational Safety and Health Committee be established at each federal workplace where there are 20 or more employees. Where the workplace has less than 20 employees, the Code requires that an Occupational Safety and Health Representative be appointed.

Organization

An Occupational Safety and Health Committee normally consists of an equal number of employee and employer members.

Two chairpersons are appointed: an employee member and an employer member. The committee chair alternates between the chairpersons.

A recording secretary is appointed to keep records of meetings and to prepare minutes and reports.

Employee members are selected by your union from employees located at the workplace.

The minutes of the meeting and a list of the names, work location, and work telephone numbers of each committee member must be posted in an area accessible to all employees.