

 <p>OCCUPATIONAL HEALTH AND SAFETY</p>	
<p>Occupational Health and Safety Committees</p>	<p>Human Resource Manual Section 1012</p>

OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

PURPOSE

1. The Government of Nunavut recognizes the important role that Occupational Health and Safety Committees play in providing safe and healthy work sites for all employees.

APPLICATION

2. These guidelines and procedures apply to all employees of the Government of Nunavut.

DEFINITIONS

3. **Board** means the Workers Compensation Board of Nunavut and the Northwest Territories.
4. **Employee** means an employee of the Government of Nunavut.
5. **Employer** means the Government of Nunavut.
6. **Occupational Health and Safety Committees** (Committees) are joint worksite committees established under Section 7 of the *Safety Act*.
7. **Occupational Health and Safety Programs** are a systematic means of controlling work site hazards by reducing or eliminating occupational injuries or illnesses.
8. **Safety Officer** is an individual appointed pursuant to Section 19 of the *Safety Act*.
9. **Unusual danger** means a danger that does not normally exist in that occupation or a danger that exists where an employee carries out their work.
10. **Work site** means any area or location where employees are required to carry out the duties of their position.

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PROVISIONS

11. Wherever possible, the employer will establish a committee in each workplace with an equal number of union and non-union personnel.
12. The employer shall take all reasonable precautions and adopt and establish a range of reasonable techniques and procedures to ensure that the health and safety of employees are not likely to be endangered in the workplace.
13. The employer will provide First Aid Stations appropriate to each workplace.
14. The employer will provide adequate instruction and training to all employees in the safe performance of the duties of the job.
15. Every employee shall take all reasonable precautions to ensure their safety and the safety of their fellow employees and when required, use any devices, clothing and equipment designed for their protection.
16. The employer shall ensure that all employees understand the appropriate section of the *Public Safety Act (Act)* and Regulations that pertain to their duties and workplace and provide access to copies of the Act and Regulations.
17. Committee members shall receive their regular pay for time spent in Committee work.
18. The employer shall provide all reasonable assistance to the Safety Officer or delegate to allow them to carry out their duties under the Act or Regulations. No personnel shall obstruct, hinder, provide false or misleading statements to the Safety Officer or delegate.
19. The Occupational Health and Safety Committees and members of the Committees will not be held liable for losses or damages caused by decisions or actions carried out in good faith.
20. The Committees shall select chairpersons, following which the Committees will make recommendations for the improvement of the health and safety of employees including recommendations for the improvement of the employer's Occupational Health and Safety Programs.

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21. The Committees will meet once every three months during working hours, or more frequently as required. Committee members will receive their regular pay for such meetings.
22. The employer shall provide the Committees with meeting facilities and access to telephones, facsimiles, electronic mail, and any other infrastructure or support necessary to carry out their work.
23. Committees shall investigate any circumstances within 24 hours after being notified that an unusual danger may exist in a work site and decide whether an unusual danger exists or does not exist.
24. Where the Committee decides that an unusual danger exists or is likely to exist, no person shall continue to work in that area until the employer has removed the unusual danger from the work site and the Committee verifies that the unusual danger has been eliminated.
25. During the Committee investigation into the unusual danger, employees at the affected work site shall remain in a safe place at or near the work site. The employer shall assign alternate work, subject to the provisions of a collective agreement, where applicable, that the employee or employees are qualified to perform.
26. The employee(s) or employer may appeal the decision of the Committee to a Safety Officer or delegate. The Safety Officer or delegate shall decide as soon as possible on the merits of the appeal. Such an appeal decision is final.

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AUTHORITIES AND REFERENCES

27. Safety Act
28. Main Collective Agreement with the Nunavut Employees Union
Article 38, Safety and Health
29. Collective Agreement with the Nunavut Teachers Association
Article 22, Responsibilities for a Safe Working Environment

CONTACTS

30. For clarification or further information, please contact:

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