

	Title	Health and Safety Committee	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	4.2	Revised	05 Jan 2026

1. Policy Statement

Safety is a team effort. We give our workers a formal seat at the table.

Artistic Stairs is committed to working cooperatively with employees to identify and resolve health and safety concerns. We will establish and support a Health & Safety Committee (HSC) or Health & Safety Representative (HS Rep) to ensure workers participate in the safety system.

2. Purpose & Scope

- **Purpose:** To establish the structure, duties, and procedures for the HSC and HS Rep in compliance with Part 2 of the Alberta OHS Act and Part 13 of the OHS Code.
 - **Scope:** Applies to all operations.
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3. Roles & Responsibilities

Management:

- Consult with unions (if applicable) or workers to select members.
- Provide resources, time, and training for committee members/ reps to perform their duties during work hours (with pay).
- Respond to formal recommendations from the HSC/Rep within 30 days.

Co-Chairs (HSC Only):

- Two Co-Chairs are required: one chosen by management, one chosen by worker members.
- Schedule and facilitate meetings and ensure minutes are recorded.

HSC Members / HS Representative:

- Represent the workers' health and safety concerns.
- Participate in site inspections and hazard assessments.
- Promote health and safety initiatives at the worksite.

Workers:

- Bring unresolved safety concerns to the HSC/Rep if the Supervisor cannot resolve them.
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4. Procedures & Standards

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1) Structure & Selection

- **HSC (20+ Workers):** Must have at least 4 members. At least half must be worker-designated (not management). Worker members are selected by the workers (or Union), not appointed by management.
- **HS Rep (5-19 Workers):** One worker selected by the workers to serve as the Representative.
- **HSC Requirement:** Mandatory if our company regularly employs 20 or more workers.
- **HS Rep Requirement:** Mandatory if our company regularly employs 5 to 19 workers.

2) Training

- **All HSC Members and HS Representatives** must receive training on their duties and responsibilities. *(Updated to include all members, not just Co-Chairs).*
- Training covers:
 - o The role of the HSC/Rep.
 - o Obligations of work site parties.
 - o Rights of workers.

3) Terms of Reference (Rules of Operation)

The HSC and HS Rep will operate under the following established rules:

- **Term of Office:** Members will serve a term of up to two (2) years.
- **Member Non-Performance & Replacement:** If an HSC member or HS Rep resigns, is reassigned, or fails to fulfill their duties (e.g., failing to attend three consecutive meetings without reasonable cause, or failing to participate in required inspections), they will be removed from their position. Worker members will be replaced via a new worker selection process; management members will be replaced via management appointment.
- **Dispute Resolution:** If the HSC fails to reach a consensus on making a recommendation to the employer, the Co-Chairs will present both perspectives to Management for review. If an internal resolution cannot be reached regarding a critical safety issue, the committee may escalate the concern by contacting an Alberta OHS officer.

4) Meetings & Reporting:

The HSC must meet at least Quarterly (every 3 months). *(Best Practice: Many construction sites meet Monthly).*

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- **HSC Quorum:** Meetings must have Co-Chairs present and at least half of the attendees must be worker members.
- **HSC Minutes:** Meeting minutes must be recorded, signed by Co-Chairs, and posted on the safety board within 7 days.
- **HS Rep Reporting (5-19 Workers):** The HS Representative will meet with Management at least monthly to discuss safety concerns. The HS Rep will use the HSC Recommendation Form to submit any formal concerns, findings, or recommendations to Management.
- The names and contact information of the current HSC Members or the HS Representative must be prominently posted at all worksites (e.g., on the safety bulletin board).

5) Duties of the HSC / Rep:

The Committee/Rep has the following primary duties:

- **Concerns:** Receive, consider, and dispose of concerns respecting the health and safety of workers.
- **Inspection:** Participate in the work site inspection process (e.g., review inspection reports or attend inspections).
- **Hazard Assessment:** Participate in the development and review of Formal Hazard Assessments (FHA).
- **Recommendations:** Make recommendations to the Employer regarding health and safety improvements.
- **Incident Investigations:** Participate in the investigation of serious incidents and near misses. *(Added for compliance).*
- **Work Refusals:** Respond to and investigate reports of dangerous work (work refusals) alongside Management. *(Added for compliance).*
- **Violence & Harassment:** Review the company's violence and harassment prevention plans and participate in their ongoing evaluation. *(Added for compliance).*

6) Cooperation with Prime Contractor

- If working on a multi-employer site with a Prime Contractor, our company's HSC/Rep will cooperate with the Prime Contractor's safety liaison to coordinate health and safety efforts across the project.

5. References & Legislation

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- **Alberta OHS Act:** Sections 13-15 (Committees and Representatives)
- **Alberta OHS Code:** Part 13 (Joint Work Site Health and Safety Committees)
- **Related Forms:**
 - o HSC Meeting Minutes Template
 - o HSC Recommendation Form