

# SAFETY COMMITTEE

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## Do you know your health and safety responsibilities?

- Meet at least **once per month**
- **Record** and **post** minutes of the meetings
- Establish **rules of procedure**
- Ensure at least **half of the committee** is made up of worker representatives with no management duties
- Participate in **regular inspections** and **investigations** of incidents
- **Make recommendations** to the employer for improvements on health and safety issues
- Encourage workers to first **report hazards** and **concerns** to their supervisor
- A **safety representative** is required in workplaces with 5-19 workers
- A **full committee** is required in workplaces where there are 20 or more workers

For more information  
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