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## Basic Guide to Health and Safety Committees

Employers who have appointed 2 or more health and safety representatives must form health and safety committees. Employers and committees have certain duties and functions.

### When to Form a Committee

1 or more health and safety committees must be formed when –

- employers have appointed 2 or more health and safety representatives; or
- inspectors instruct employers to do so.

*Based on Legislation in Section 19, of the Occupational Health and Safety Act*

### Employer's Duties

Employers –

- decide on the number of health and safety committee members;
- appoint committee members;
- attend every committee meeting; and
- ensure that committees meet at least once every 3 months.

*Based on Legislation in Section 19, of the Occupational Health and Safety Act*

### Committee's Duties

Health and safety committees -

- make and keep records of recommendations to employers and inspectors; and
- discuss, report and keep records of incidents in which someone is killed, injured, or becomes ill.

*Based on Legislation in Section 20, of the Occupational Health and Safety Act*