

The Safety and Health Committee

All workplaces with 25 or more employees are required to have a safety committee under section 103 of the Safety & Health at Work Act, Cap 356, and safety delegates for workplaces with less than 25 employees.

What is a Safety and Health Committee?

The Safety and Health Committee is a forum for employers and employees to discuss issues related to workplace safety, health, and welfare with the objective of improving working conditions.

Composition of Safety and Health Committees

The committee shall comprise an equal number of employers' and employees' representatives. The employees' representative must be chosen by the employees. If the employees are unionized or have a recognized staff association the employees' representatives should be chosen through these bodies.

It is strongly recommended that all departments or sections be represented on the committee. The commonly accepted practice is to have no more than 12 persons on the committee.

Frequency of meetings

Most safety committees meet at least once each quarter and records are kept for inspection.

Businesses that follow best practice conduct meetings during working hours, excluding lunch hour and give sufficient advanced notice to members so that persons come prepared to actively participate.

Functions of Safety and Health Committee include:

- Help develop and implement safety and health programmes
- deal with employee safety and health complaints,
- set up employee training programmes,
- consult with professional and technical experts,
- participate in resolving workplace refusals and work stoppages,
- monitor effectiveness of safety programs and procedures

Safety Committees Do's

- ✓ Keep the discussion centred on the issue involved.
- ✓ Keep personalities from becoming involved.
- ✓ Hold all meetings as scheduled.
- ✓ Be prompt in attending meetings.
- ✓ Submit the agenda in advance.
- ✓ Maintain an agreed-to procedure on recording and drafting the minutes, as well as methods of distribution.
- ✓ Maintain accurate minutes on subjects discussed
- ✓ Be sure the committee concept is explained to and understood by employees and supervisors.

Safety Committees Don'ts

- ✗ Start the first meeting with extremely difficult issues.
- ✗ Allow the meetings to become "gripe" sessions.
- ✗ Deal in generalities.

- ✘ Anticipate that you know the answer to a question before it has been discussed.
- ✘ Treat any issue on the agenda as unimportant.
- ✘ Delay in communicating the decisions and actions taken
- ✘ Start meetings late or go overtime
- ✘ Look for immediate results.

Safety and Health Committees



Simple Guidelines to get you started

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