

Clarification on the requirement to Complete Energy Safety Canada COR Protocol Element J: Joint Health and Safety Committee and Representative:

The following information will provide clarification on the requirements in Alberta, British Columbia, and Saskatchewan. In addition to these requirements a workplace may be directed by Occupational Health and Safety to meet these requirements regardless.

Province	Health and Safety Representative Requirements	Health and Safety Committee Requirements
Alberta	Workplaces (fixed locations and field locations) where between 5 and 19 employees are stationed.	Work sites (fixed locations and field locations) where 20 or more employees are stationed.
	Note: All regularly employed workers of a company are counted to determine the type of representation required whether they work in different offices or remotely from home.	
British Columbia	Workplaces with between 9 and 19 employees, this includes any workplace where there are 9 or more employees employed at the workplace for longer than one month.	Work sites (fixed locations and field locations) where 20 or more employees are stationed for longer than one month.
	Note: If an employer has more than one workplace, use the total number of workers at each individual workplace to see the type of representation required for each workplace.	
Saskatchewan	High Hazard Workplaces with 5-9 employees.	At every place of employment, where 10 or more workers of one employer work. At a construction site at which 10 or more workers or self-employed persons work or are likely to work for more than 90 days.

Current approved documents are maintained online. Printed copies are uncontrolled.

Regarding when a Health and Safety Committee is Required in BC the following scenarios are provided.

Scenario # 1

A company is in BC, with a permanent place of business in BC, with more than 20 employees in total. There is an expectation that a Joint Health and Safety Committee (JHSC) will operate out of the company's permanent workplace.

Remote worksites with workers from multiple employers where the number of workers varies from hour to hour and day to day would not be expected to have an established JHSC. Safety meetings and pre-job hazard assessment activities would be required. Records from these would need to be sent back to the JHSC for review at the workers' permanent workplace. This committee may also be involved in any investigations at a remote worksite.

Scenario #2

A company has its headquarters outside of BC, but with a permanent place of business within BC, with more than 20 employees in total. There is an expectation that a JHSC will operate out of the company's permanent workplace in BC.

The expectations for remote sites are the same as in scenario #1

Scenario #3

A company has multiple offices located in various cities throughout BC (i.e. an office in Kamloops, Kelowna and the head office in Vancouver). The expectations is that that company uses the total number of workers at each location to determine the type of representation required at each location.