



Effective June 30, 2018, Alberta employers with 20 or more employees must have a health and safety program developed in consultation with a Joint Work Site Health and Safety Committee (HSC) or Health and Safety (HS) Representative.

- Employers must have an HSC or HS Representative for projects expected to last 90 days or more, or as designated by an OHS director
- Large employers (20 or more employees at a given work site) must establish an HSC
- Small employers (five to 19 employees at a given work site) must appoint an HS Representative

For additional information on requirements for establishing an HSC or appointing an HS Representative, visit: <https://www.alberta.ca/work-site-health-safety-committees.aspx>

Starting January 1, 2019, with the release of the new COR Audit Protocol, Element J: Joint Health and Safety Committees and Representatives is now mandatory for Alberta companies, and is no longer an optional element.

**NOTE:** If the company has one to four employees and has not otherwise been ordered to establish representation or a committee, N/A may be applied to the entire element.

To determine whether you need an HSC or HS Representative for your work site(s), the table below lists some common scenarios and the requirements.

Employer has:	Requirement(s):
50 employees at a single location	<ul style="list-style-type: none"> <li>• One committee</li> </ul>
5,000 employees at a single location	<ul style="list-style-type: none"> <li>• One committee</li> </ul>
Three work sites with 20 employees at each site	<ul style="list-style-type: none"> <li>• Three committees, one at each work site</li> </ul>
10 work sites with six employees at each site	<ul style="list-style-type: none"> <li>• 10 representatives</li> </ul>
10 work sites with 20 or more employees at each site	<ul style="list-style-type: none"> <li>• 10 committees, one at each work site</li> </ul>
1,000 employees at six work sites: <ul style="list-style-type: none"> <li>• 900 at head office</li> <li>• Two employees at each of the other five sites</li> </ul>	<ul style="list-style-type: none"> <li>• One committee at head office</li> <li>• Other sites have no committee or representative, and employees are involved in hazard assessments</li> </ul>
10 work sites: <ul style="list-style-type: none"> <li>• 20 employees at site #1</li> <li>• 12 at site #2</li> <li>• Five at sites #3, #4 &amp; #5</li> <li>• Three at sites #6, #7, #8 &amp; #9</li> <li>• One at site #10</li> </ul>	<ul style="list-style-type: none"> <li>• One committee at work site #1</li> <li>• One representative at sites #2, #3, #4 &amp; #5</li> <li>• Other sites (#6–#10) have no committee or representative, and employees are involved in hazard assessments</li> </ul>



**Info Sheet—Element J**  
 Joint Work Site Health & Safety  
 Committees & Representatives

Employer has:	Requirement(s):
Five work sites with four employees at each site	<ul style="list-style-type: none"> <li>No committee or representative, and employees are involved in hazard assessments</li> </ul>
20 employees: <ul style="list-style-type: none"> <li>Four at one site</li> <li>16 with no fixed site location (i.e. contracted workers who operate from a vehicle)</li> </ul>	<ul style="list-style-type: none"> <li>No committee or representative, and employees are involved in hazard assessments</li> </ul>
20 or more employees and operates mobile work sites <ul style="list-style-type: none"> <li>While the time spent at each physical location may be less, the entire project is 90 days or more (e.g. drill rigs, paving, tree planting)</li> </ul>	<ul style="list-style-type: none"> <li>One committee at the mobile work site</li> </ul>

Question J.1b of the 2019 COR Audit Protocol asks if the Health and Safety Committee has Terms of Reference in place which meet legislated requirements.

The document does not specifically have to be called “Terms of Reference”, however, it is expected to meet the requirements for Alberta employers. For additional information, refer to Part 3, pages 23 to 26, of the [Alberta OHS Act](#).