



## GENERAL MANUAL POLICY

APPROVED BY:

  
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Executive Director

CATEGORY: Health & Safety

TOPIC: Certified Members

Page 1 of 2

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### POLICY

It is the policy of Community Living Thunder Bay to have certified members and to document the rights of the certified members on the Joint Occupational Health and Safety Committee

### PURPOSE

To ensure compliance with the Occupational Health and Safety Act and that employees are aware of their rights as certified members.

### RESPONSIBILITY

It is the responsibility of the Executive Director to ensure that the appropriate number of members of the Joint Occupational Health and Safety Committee are certified. Also, it is the responsibility of certified members to exercise their rights under the Occupational Health and Safety Act.

Initial: AB

**GENERAL MANUAL PROCEDURE**

**TOPIC: Certified Members**

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Page 2 of 2

**PROCEDURE:**

1. At least one member of the Joint Occupational Health and Safety Committee representing workers and one member representing management will be certified members. Other members may be certified, however only two members will be designated as certified members.
2. The Agency will bear the cost of certifying the worker and management members of the committee.
3. While obtaining certification training the members chosen to be certified will receive their regular earnings as though they were at work.
4. Certified members are responsible for all duties required under the Occupational Health and Safety Act.