

LEGISLATIVE INTERPRETATIONS

Topic: JHSC – Minutes of meetings	Issued by: V.P., WorkSafe Services
Statute: Occupational Health & Safety Act	Date Issued: April 12, 1999
Section: 14(10)	Date Revised:

14(10) A copy of the minutes signed by the co-chairmen of the committee shall be sent to WorkSafeNB.

Question:

Can the committee co-chairs send the minutes to WorkSafeNB by email (in which case there is no original signature on the document)?

Answer:

To make compliance as easy as possible for the JHSC, WorkSafeNB can receive minutes in electronic form. The minutes should say that the original signed copy is on hand at the workplace. The original should be retained at the workplace and available to an officer on request. There should be a specific discussion with the co-chairs, so that both know the procedure and are comfortable with it.

If there is any expression of concern or indication of bad faith, the JHSC will be required to send hard copy minutes.

