

Effective
**March 1
2024**

OHS 3203 – Addendum to Textbook (Chapter 2)

Changes to Requirements for OHS Committees, WHS Representatives, and WHS Designates

New requirements for occupational health and safety programs and committees came into effect on March 1, 2024, following amendments to the Occupational Health and Safety Act. These new requirements raise the worker threshold for occupational health and safety programs and committees **from 10 or more to 20 or more** workers at a worksite.

Employers with **fewer than 20 workers** at a worksite now require an occupational health and safety policy and representative. Where there are **fewer than 6 workers** at a worksite, the employer is to appoint a workplace health and safety designate.

Employers have a legal responsibility to make sure that OHS Committees, WHS Representatives, or Designates are established in their workplace and provide them with the resources necessary to perform their duties. The Occupational Health and Safety Act and Regulations state the requirements for OHS Committees, WHS Representatives, and WHS Designates.

Below is a table to help determine what is required.

Number of Workers at Your Worksite	What You Need	Training Requirements
20 or More	OHS Committee	OHS Committee, WHS Representative, or Designate Certification Training — Level 1 AND OHS Committee Member Certification Training — Level 2
10 or Less (not connected to management)	WHS Representative	OHS Committee, WHS Representative, or Designate — Level 1
Less than 6 (when a representative is impractical)	WHS Designates	OHS Committee, WHS Representative, or Designate — Level 1

Note: To determine the number of workers at your worksite, include all persons engaged in an occupation with the employer, including both full and part-time workers, supervisors, managers, owners, and operators. Owners and operators may only be excluded if they are not engaged in work.

