

**WORKSAFE SERVICES DIVISION
OCCUPATIONAL HEALTH AND SAFETY
LEGISLATION INTERPRETATIONS**



Topic	JHSC - Minutes of meetings	Issued by: V.P., WorkSafe Services
Statute	<i>Occupational Health & Safety Act</i>	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 the Commission.

Question

Can the co-chairs of the committee send the minutes to the Commission by e-mail (in which case there is no original signature on the document)?

Response

In order to make compliance as easy as possible for the JHSC, the Commission 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.