

## Variance Request to reduce JHSC meeting frequency

**Employer name:** \_\_\_\_\_

**Workplace location:** \_\_\_\_\_

**Date of application:** \_\_\_\_\_

**Nature of request:** \_\_\_\_\_

Indicate the type of variance being requested (Every other month, quarterly, summer vacation, specific months, etc.)

Subsection 16(1) of the *Occupational Health and Safety (OHS) Act* states:

*Where the nature of employment at a place of employment presents a low risk to the health or safety of employees at the place of employment, the Commission may, upon receipt of an application from the committee and after such consultation with any interested persons as it considers advisable, reduce the frequency of committee meetings, if the standard of health and safety of the employees is not thereby materially affected.*

To qualify for a variance:

- Each item in the *Variance Request Form* on page 2 must be complied with.
- JHSC co-chairs must indicate compliance with the criteria by inserting a checkmark for each item in the *Variance Request Form* on page 2.
- Request **must** be accompanied by copies of minutes from JHSC meetings [criteria 2(i) or 2(ii)] and Terms of Reference (criteria 2(c)).
- JHSC co-chairs must print their names and sign the request (criteria 3) in the allotted space on page 2.
- The WorkSafeNB education consultant and health and safety officer responsible for the workplace must support the request.

A variance that has been granted:

- Will be for a period of up to two years from the date it was granted (workplace is responsible for reapplying before variance expires).
- May be revoked if conditions change.

The request with supportive documentation is to be forwarded to:

**WorkSafeNB**

**Attention: Chief Compliance Officer**

**P.O. Box 160, Saint John, N.B. E2L 3X9**

**Variance Request Form**

	1. Work being performed is <b>not</b> construction, manufacturing, forestry-related, health care	2a. There is a functioning JHSC	i) Evidence of meetings (by providing copies of minutes) during previous 10 months is included with request; or	ii) If request is a renewal, evidence of meetings for the previous 12 months during period of variance is included with request	b. JHSC members have received WorkSafeNB 3-day JHSC training	c. Terms of reference are included with request	3. Variance request is endorsed by the management and employee JHSC Co-Chairs
	✓	✓	✓	✓	✓	✓	✓
Employer co-chair							
Employee co-chair							

Employer co-chair name and signature:

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Employee co-chair name and signature:

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

**To be completed by WorkSafeNB:**

**Date request approved:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Chief Compliance Officer**

**Variance expiry date:** \_\_\_\_\_