

## Variance Request to reduce frequency of JHSC meetings

**Employer Name:** .....

**Workplace Location:**.....

**Date of Application:**.....

**Nature of Request:**.....

(indicate the type of variance being requested i.e. every other month, quarterly, summer vacation-specify months, etc.)

Section 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.*

In order to qualify for a Variance:

- each of the items 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(a) 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 Health and Safety Team must support the request.

A variance that has been granted:

- shall be for a period of up to two years from the date it was granted (workplace is responsible for reapplying before variance expires); and
- may be revoked where conditions change.

The request with supportive documentation can be sent by email to [compliance.conformite@ws-ts.nb.ca](mailto:compliance.conformite@ws-ts.nb.ca), by fax at or by regular mail to:

**WorkSafeNB**

**Attention: Chief Compliance Officer**

**1 Portland Street, PO Box 160, Saint John, NB E2L 3X9**

Variance Request Form								
		1. Work being performed is <b>not</b> construction, manufacturing, forestry-related, healthcare	2a. There is a functioning JHSC Evidence of meetings (by providing copies of minutes) during previous 12 months	i)		2b. JHSC members have received the mandatory 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				Delete column	Delete column			
Employee Co-chair								

Employer Co-Chair Name and Signature:

Name (print) .....

Signature: .....

Employee Co-Chair Name and Signature:

Name (print) .....

Signature: .....

<p><b>To be completed by WorkSafeNB:</b></p> <p><b>Date Request Approved:</b> .....</p> <p><b>Approved by:</b> .....  <p style="text-align: center;"><b>Chief Compliance Officer</b></p> <p><b>Variance Expiry Date:</b> .....</p> </p>
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