

## Ministry of Labour Visit Policy

H-45

LONG TITLE	Ministry of Labour Visit Policy	DATE OF ENACTMENT	27 March 2022
		LAST AMENDED	
REFERENCE No.	H-45	NEXT REVIEW	31 January 2026
CATEGORY	Board	COMPETENT CHAMBER	CUSA Board
REVIEW COMMITTEE	CUSA Board or Designated Subcommittee	DELEGATES	Executive Director Human Resources

### Policy

CUSA supervisors and employees will cooperate fully with the Ministry of Labour.

### Safety Policy Overview

- Upon the arrival of a Ministry of Labour inspector, a supervisor and an employee representative (if requested) will accompany the inspector on his/her inspection.
- A supervisor or designate and the certified employee representative of the Joint Health and Safety Committee shall accompany the Ministry of Labour inspector, if ordered to do so, during the course of any routine inspection and actively participate in the inspection.
- The management representative, health and safety committee representative and all employees shall ensure that the Ministry of Labour inspector obtains all necessary cooperation. It is an offence to hinder, obstruct, or interfere with an inspector in the exercise or performance of their duties. No person shall knowingly furnish an inspector with false information or refuse to furnish information required by an inspector in the exercise of their duties.
- The management representative and the employee representative of the Joint Health and Safety Committee shall accompany the inspector or other Ministry of Labour officials, if ordered to do so, while any tests, measurements, or inspections are conducted in the workplace on equipment, machinery, materials or protective devices. Copies of such tests or inspection results should be obtained from the Ministry of Labour as soon as they are available.
- All orders shall be forwarded immediately to CUSA Senior management and the Joint Health and Safety Committee so that they can be reviewed and the appropriate steps can be taken.