## HEALTH AND SAFETY REPRESENTATIVE POLICY

[Organization Name] is committed to ensuring the health and safety of all its employees. In pursuit of that, [Organization Name] will abide by all legislation as established by the *Alberta Occupational Health Regulation (OHR)*. Further, [Organization Name] recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

POLICY

Where the number of employees within [Organization Name]’s workforce falls between 5-19 full or part-time employees, the company will ensure that an employee-chosen representative is in place to complete health and safety duties. This representative may not exercise any sort of leadership or managerial functions.

Health and safety functions must be completed during work hours and any time spent by the representative on health and safety duties is considered to be work-time and the representative will be reimbursed for their time as per their regular hours of work.

In any locations where the number of employees is 20 or more, [Organization Name] will ensure that a Health and Safety Committee is put into place.

Training

[Organization Name] will ensure all new worker health and safety representatives receive training about their duties and functions, accident and incident investigations, and work refusal requirements. This training will be completed at [Organization Name]’s expense so that the employee is able to complete their duties as a health and safety representative. This training is work time and the representative will be paid for their time spent training.

Representative Powers

The health and safety representative has the following duties and powers:

* Respond to health and safety concerns of workers
* Develop health and safety policies and safe work procedures
* Develop and promote education and training programs
* Participate in work site inspections and investigations
* Investigate worker reports of dangerous work and refusal to work
* Provide health and safety orientations for new employees

Employer Responsibilities

Employers must:

* Provide adequate resources, time, and training to help representatives function effectively
* Hold meetings and carry out duties and functions during normal working hours
* Post the names and contact information of the representative where it can be seen by all workers
* Meet regularly with their HS representative to discuss health and safety matters
* Work with the HS representative to determine how often meetings should take place and what record is made of the meetings (Source: Alberta.ca)