## HEALTH AND SAFETY REPRESENTATIVE POLICY

[Organization Name] is committed to ensuring the health and safety of all of its employees. In pursuit of that, [Organization Name] will abide by all federally-outlined legislation as established by the Canada Labour Code (CLC). Further, [Organization Name] recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

POLICY

Health and Safety Representative

As [Organization Name]’s workforce does not exceed 20 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. The employees who vote for their representative will also not exercise any managerial functions themselves.

Inspections

[Organization Name] will ensure that the representative has sufficient time to complete a workplace health and safety inspection at least every month. These inspections shall be kept on file. In the event that the representative requires information and/or assistance in completing the inspection, they shall be provided with it.

In the case of employees working from home, employees are to submit their concerns to the representative via email and must inspect their own workstations.

Representative Recommendations

The health and safety representative is responsible for providing written recommendations regarding health and safety at [Organization Name]. Any such recommendations will be responded to in writing within 30 days. The response will include when the recommendation will be implemented, when [Organization Name] agrees with the recommendation and reasons why the recommendation is disagreed with and/or not accepted.

Representative Powers and Duties

The following are within the powers and duties of the representative:

* Receive and work to correct (as possible) health and safety complaints
* Keep adequate records of work accidents, injuries, health hazards, health and safety complaints, and monitor this data (at regular intervals)
* Meet with their employer or their employer’s designate to address health and safety issues
* Participate in the development, implementation and monitoring of programs to prevent hazards in the workplace, including ergonomic-related hazards, and include procedures for educating employees on the hazards
* Participate in all inquiries, investigations, studies, and inspections pertaining to the health and safety of employees (as is possible)
* Cooperate with health and safety officers
* Participate in the planning and implementation of changes that may affect health and safety in the workplace
* Inspect each month all or part of the workplace, so that every part of the work place is inspected at least once each year (note that this will depend on working from home procedures)
* Participate in the development and review of health and safety policies and programs
* Assist in investigating and assessing any employee exposure to hazardous substances
* Participate in the development, implementation, and monitoring of programs for any needed personal protective equipment, clothing, devices, or materials
* Participate in the development, implementation, and monitoring of a workplace violence prevention policy

The representative will be provided with the information necessary to identify existing or potential hazards in the workplace. They will also be provided with information relating to any tests conducted regarding health and safety. However, they will not be provided with information that will violate the privacy of another employee.

Representative Training

[Organization Name] will ensure that the representative receives training on their responsibilities for health and safety.

Compensation for Time

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. They will also be reimbursed for any preparation time necessary to complete their health and safety duties.

Liability

The health and safety representative will not be held personally liable for anything done or not done in good faith under the regulations of the CLC.

Record-Keeping

The health and safety representative is required to keep records of all inspections, recommendations, accidents, hazards, and any other health and safety matters that they become aware of during the course of their duties. As required, these records must be provided to a health and safety officer.