## HEALTH AND SAFETY REPRESENTATIVE POLICY

[Organization Name] is committed to ensuring the health, safety, and wellbeing of all employees. This policy outlines the roles, responsibilities, and guidelines for establishing an Occupational Health and Safety (OHS) Representative in accordance with the *Occupational Health and Safety Act* and *General Regulations* of Prince Edward Island.

SCOPE

This policy applies to all [Organization Name] workplaces where an OHS Representative is required by legislation, typically where between 5-19 workers are regularly employed. Should the number of employees exceed 19, a health and safety committee will be established.

POLICY

As [Organization Name]’s workforce exceeds five employees, the company will ensure that an employee-chosen representative is selected to carry out health and safety duties. This representative may not exercise any sort of leadership or managerial responsibilities. The employees who participate in selecting the representative must also not have any managerial duties.

If the number of employees regularly employed at [Organization Name] exceeds 19, a Health and Safety Committee will be established.

Employer Responsibilities

[Organization Name] (the “Employer”) will:

* Ensure a Health and Safety Representative is selected when required (i.e., when there are 5–19 workers regularly employed at a workplace).
* Provide health and safety representatives with the necessary time without loss of pay or benefits to:
	+ Carry out their duties as a representative,
	+ Attend meetings, and
	+ Complete any training prescribed by regulation.
* Post the name of the current health and safety representative and their contact information in a prominent location at the worksite.
* Respond in writing within 30 days to any written recommendations made by the representative, either:
	+ Accepting the recommendations,
	+ Providing reasons for rejecting them, or
	+ Providing an explanation for any delays and stating when a full response will be provided.
* Provide the representative with inspection, monitoring, and test reports prepared by or at the request of an occupational health and safety officer.

Employee Responsibilities

All workers at [Organization Name] will:

* Participate in the selection of a health and safety representative, when required.
* Cooperate with the health and safety representative and report hazards and health and safety concerns to their supervisor or to the representative as appropriate.
* Support the health and safety representative in carrying out inspections, investigations, and any other health and safety initiatives.

Health and Safety Representative Duties

The Health and Safety Representative will:

* Act on behalf of workers, in collaboration with the employer, to address occupational health and safety issues.
* Participate in:
	+ Regular workplace inspections,
	+ Inquiries and investigations (excluding workplace harassment complaints).
* Identify and help develop systems or procedures to respond to health and safety hazards.
* Receive, investigate, and promptly address occupational health and safety concerns.
* Advise the employer on:
	+ Suitable personal protective equipment (PPE), safety devices, and safety features,
	+ Health and safety policies and programs required by legislation.
* Encourage workers to report health and safety hazards to supervisors or to the representative.
* Make written recommendations to the employer for improving health and safety.
* Report to a safety officer if the employer’s response to a recommendation is unreasonable or unacceptably delayed.

Representative Recommendations

The health and safety representative is responsible for providing written recommendations to [Organization Name], the workers, and any other persons, for the improvement of occupational health and safety at the workplace.

If [Organization Name] receives written recommendations along with a request for a response, the employer will provide a written reply to the health and safety representative within 30 days. The response will:

* Indicate whether the recommendation is accepted and include a timeline for implementation,
* Provide reasons if the recommendation is not accepted, or
* If a response cannot reasonably be provided within 30 days, explain the delay and indicate when the response will be given. The response must be provided as soon as it is available.

Representative Training

[Organization Name] will ensure that the health and safety representative receives adequate health and safety training and instruction.

Record-Keeping

The health and safety representative is responsible for documenting all workplace inspections, recommendations, accidents, risks, near-misses, and other health and safety concerns that arise while doing their duties. These documents must be made available to a health and safety officer upon request.