## HEALTH AND SAFETY REPRESENTATIVE POLICY

[Organization Name] is committed to ensuring the health and safety of all its employees and will abide by all legislation as established by the Northwest Territories’ Safety Act and Regulations. 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 has fewer than 20 employees, the Company will ensure that an employee-chosen representative is in place to complete health and safety duties.

Representative Powers and Duties

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

* To receive notice of accidents causing bodily injury in the workplace reported to the Chief Safety Officer (without the names of the injured or deceased individuals)
* To receive notice of dangerous occurrences in the workplace (regardless of whether or not an injury was sustained)
* To participate in inspections or inquiries by a safety officer at the workplace
* To receive the results of any biological monitoring or assessing
* To consult on the [Organization Name]’s occupational health and safety program, including its implementation and subsequent updates
* To participate in the development of a written policy on harassment and violence
* To participate in any work refusal investigations
* To participate in investigations of any accidents or dangerous occurrences and then prepare a written report that includes:
	+ A description of the accident
	+ Graphics, photographs, video, or other evidence that assisted in determining the causes of it
	+ The identification of any unsafe conditions, acts, omissions, or procedures that contributed to the accident
	+ A final explanation of the causes of the accident
	+ A description of any immediate progressive discipline taken
	+ A description of any long-term actions that will be taken to prevent a similar accident in the future or any reasons for not taking additional actions
* To receive any log books, inspection reports, or any other records for the worksite
* To receive and work to correct (as possible) health and safety complaints
* To keep adequate records of work accidents, injuries, health hazards, health and safety complaints, and monitor this data (at regular intervals)
* To cooperate with any occupational health service established to serve the workplace

In workplaces where employees are required to work alone, develop, establish, and maintain procedures which may include performing risk assessments on individual worksites and identifying reasonable precautions to eliminate or reduce identified risks

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.

Health and Safety Representative Training

[Organization Name] will ensure that the representative receives training regarding the duties and functions that they are expected to perform.

At [Organization Name], the representative is (Insert Name) and their name and contact information will be posted on the safety board.

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, including inspections.

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.