## HEALTH AND SAFETY REPRESENTATIVE POLICY

[Organization Name] is committed to ensuring the health and safety of all of its employees. Additionally, [Organization Name] acknowledges that as an employer, it bears primary responsibility for health and safety on its premises.

POLICY

Due to the fact that [Organization Name] more than but fewer than 20 employees, non-management employees must select an occupational health and safety representative (OHS Representative) to perform health and safety functions. This representative may not hold a leadership or management role within the organization. The representative’s name must be posted in a prominent spot in the workplace.

Should the organization’s total employee count exceed 20, it will put into place a Health and Safety Committee.

OHS Representative Duties

The OHS representative’s responsibilities include the following:

* Monitor the health, safety and welfare of workers employed at the workplace.
* Connect the employer and the workers when it comes to addressing health and safety concerns at the workplace.
* Consult with the employer while performing their duties.
* Seek to identify aspects of the workplace that may be unhealthy or unsafe.
* Participate in workplace inspections.
* Receive complaints and concerns from workers regarding health and safety in the workplace and maintain records of the complaints received.
* Establish and promote health and safety educational programs for workers.
* Co-operate with an OHS Officer exercising their duty under the OHS Act.
* The representative may make recommendations to principal contractors, employers, workers, and OHS Officers to protect the health, safety, and welfare of workers at the workplace.
* The representative must be trained in accordance with legislation (OHS Act).

Representative Training

The representative is required to attend health and safety training as required by legislation. Training time will be treated as compensated work time.

| **Number of Workers** | **What You Need** | **What Training You Need** |
| --- | --- | --- |
| 20 or more | OHS Committee | OHS Committee, WHS Representative or Designate Certification Training - Level 1 and OHS Committee Member Certification Training - Level 2 |
| 19 or fewer (not connected to management) | Health and Safety Representative | OHS Committee, WHS Representative, or Designate - Level 1 |
| Fewer than 6 (when a representative is impractical) | WHS Designate | OHS Committee, WHS Representative, or Designate - Level 1 |

Compensation for Time

Any time spent by the representative on health and safety duties is considered work time, and the representative will be compensated for the time in accordance with normal working hours. Additionally, the representative will be compensated for any preparation time required to fulfill health and safety responsibilities.