## 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 provincially outlined legislation for the province of British Columbia as established by the *Occupational Health and Safety Act (OH&SA) and Regulation (OHSR)*. 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

Where the number of employees within [Organization Name]’s workforce falls between 9-19 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 and must use secret ballots if workers are not unionized. In the case that workers do not make their own selection, “the employer must seek out and assign worker representatives” (Source: WorkSafeBC).

Any time spent by the representative on health and safety duties is 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 Joint Occupational Health and Safety Committee (JOHSC) is put into place.

Training

[Organization Name] will ensure all new worker health and safety representatives receive four hours of 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 (which are like those of the JOHSC):

* Identify unhealthy or unsafe situations in the workplace and advise on solutions,
* Deal with health and safety complaints from workers promptly,
* Obtain feedback from workers and the employer about the work environment and its hazards,
* Make safety improvement recommendations to the workers and the employer,
* Advise the employer about programs and policies they require and monitor the effectiveness of these programs; and on workplace changes required for machinery/equipment and work processes that affect the health or safety of workers,
* Make sure accident investigations are carried out according to procedure,
* Participate in inspections, investigations, and inquiries, including employer incident investigations and work refusals,
* Complete regular safety inspections of the workplace as required.

Inspections

[Organization Name] will uphold its duty to complete regular workplace inspections of all workspaces at intervals that will prevent the development of unsafe working conditions. It will further ensure that the worker health and safety representative participates in these workplace inspections where feasible.

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 21 days.