[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 as established by the *Occupational Health and Safety Act* of New Brunswick*.* Further, [Organization Name] recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

The name of the safety representative will be posted on the health and safety board.

POLICY

Since [Organization Name] has between 5-19 employees, employees will ensure a joint health and safety representative (JHSR) is put in place to perform health and safety duties. This representative will be elected by the employees and is not permitted to exercise any leadership or managerial responsibilities.

Should the number of employees increase to 20 or more, a Joint Health and Safety Committee (JHSC) will be put into place.

If a project site requires a safety representative, the safety representative must be in place within two weeks of the commencement of work, after a safety representative resigns or leaves, or after an increase in employees requires a representative.

Inspections

[Organization Name] will ensure that the representative has adequate time each month to conduct a workplace health and safety inspection. These inspections must be documented. If the representative requires information or assistance in carrying out the inspection, they will be provided.

Employees who work from home must email their concerns to the representative and inspect their own workstations.

Representative Powers and Duties

The following are the functions/duties of the representative under the *Occupational Health and Safety Act*:

1. make recommendations for the establishment and enforcement of policies involving health and safety practices;
2. participate in the identification and control of health and safety hazards at the place of employment;
3. inform employees, supervisors and the employer of existing or potential hazards at the place of employment and of the nature of the risks to their health and safety;
4. establish and promote health and safety programs for the education and information of the employer, supervisors and employees;
5. receive, consider and make recommendations to the employer or a supervisor regarding complaints respecting the health and safety of the employees at the place of employment;
6. maintain records respecting the receipt of, the consideration of, and recommendations respecting complaints;
7. provide updates on health and safety legislation and influence others to create and maintain health and safety practices;
8. obtain information from the employer respecting the identification of existing or potential hazards of conditions, tools, equipment, devices and machines at the place of employment;
9. carry out monitoring and measuring procedures where the Commission has determined there is a need for regular monitoring and measuring at the place of employment and has directed the representative to carry out such monitoring and measuring;
10. review the safety program annually with [Organization Name],
11. investigate any matters referred to above, including incidents and accidents in the workplace,
12. participate in all inspections, inquiries and investigations concerning the health and safety of employees, and in particular the investigation of any matter referred to in section 43 of the Act (serious injuries or death);
13. perform any other duties that
	1. the Commission may assign to a representative,
	2. may be assigned to a representative by agreement between the employer and the employees, or
	3. are prescribed by the Act or the regulations.

The representative will be provided with the information necessary to identify current or potential workplace hazards. Additionally, they will be informed of any health and safety tests conducted. They will not, however, be provided with information that would violate another employee's privacy.

Making Recommendations

As referred to above, the representative has the power to make recommendations to [Organization Name] and request a response. Typically, this response must be provided within three to four weeks.

If the representative cannot agree on the resolution of an issue with [Organization Name], they must contact a WorkSafeNB health and safety officer by calling 1 800 999-9775 or emailing compliance.conformite@ws-ts.nb.ca.

Representative Training

The safety representative is required to attend an educational program prescribed by the regulations of New Brunswick or must have previously served as a safety representative or as a member of a health and safety committee within the previous 12 months.

[Organization Name] will grant leave with pay to attend educational programs.

In the Event of an Injury or Death

The safety representative must be notified if:

* An injury results in:
	+ Loss of consciousness
	+ An amputation
	+ A fracture other than a fracture to fingers or toes
	+ A burn that requires medical attention
	+ Loss of vision in one or both eyes
	+ A deep laceration
	+ Admission to a hospital facility as an in-patient
	+ Death
* An accidental explosion or exposure to a biological, chemical or physical agent occurs in the workplace.
* A catastrophic event or equipment failure occurred in the workplace, and resulted or could have resulted in an injury.

The representative and a supervisor will be required to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved), and adhere to all steps as outlined in their training.

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.

Record-Keeping

The health and safety representative is required to maintain records of all inspections, recommendations, accidents, hazards, and other health and safety issues that come to their attention while performing their duties. These records must be provided to a WorkSafeNB health and safety officer upon request.