

A CHECKLIST FOR THE SAFETY & HEALTH REPRESENTATIVE

Workplaces with 10-19 workers are required to have an elected worker safety and health representative (see the Workplace Safety and Health Act W210 Section 41). The worker representative, in co-operation with a representative from the employer, performs the same duties as the workplace safety and health committee (W210 Section 40). The following is a checklist which briefly summarizes information about how the worker representative is chosen and their role with respect to workplace safety and health.

Electing a Safety and Health Representative

- ✓ A safety and health representative must be elected from the workers not associated with management.
- ✓ In a unionized workplace, the union(s) should select/elect their representative their representative in accordance with their constitution.
- ✓ In a non-unionized workplace, the employer should designate one or more workers not connected with management to co-ordinate the democratic election of a worker representative.
- ✓ Term of office is normally one year. The representative is eligible for re-election.
- ✓ The employer shall appoint a management representative who, together with the worker representative, is responsible for performing the same duties as a safety and health committee in a larger workplace.
- ✓ No employer or worker shall attempt to influence the appointment or election of the other party's representative.

For the Employer

- ✓ Allow the worker and management representatives to meet during regular working hours.
- ✓ Safety and health duties carried out by the worker representative is considered service in the course of employment.
- ✓ Provide a bulletin board in a prominent place for the exclusive use of the worker and management representatives in connection with safety and health subjects.
- ✓ Consult and co-operate with the safety and health representative.
- ✓ Provide safety and health representative two days paid educational leave annually for safety and health training seminars.
- ✓ Advise the safety and health representative of planned introduction of new equipment, new operating procedures, or new chemicals or other substances or materials.

Safety & Health Bulletin Board

- ✓ Must be located in a prominent place.
- ✓ Post the names of the worker safety and health representative and the management representative and their term of office expiry date.

- ✓ Post safety and health items of interest to your workplace.
- ✓ Post items issued from time to time by the Workplace Safety and Health Division.

Duties and Responsibilities of Safety and Health Representatives

- ✓ Inspect dangerous conditions and/or call a special meeting to resolve any concerns.
- ✓ Protect the anonymity of complainants who request it.
- ✓ Notify complainants of any decisions or recommendations made to management relating to their concerns.
- ✓ Notify all workers at any site where the work is determined to be dangerous.
- ✓ At least once every three months, the worker and management representatives should inspect each part of the workplace and the operations therein, and should resolve any safety or health concerns identified during the inspection.
- ✓ Periodically carry out plant wide surveys to determine the types of tasks performed, operating methods used, hazard identification, and problems which may be encountered in the course of workplace operations.
- ✓ Review the safety of new equipment, materials, or processes and make recommendations accordingly.
- ✓ Hold plant or office meetings/discussions /presentations with staff to discuss, critically evaluate and get input an safety and health matters.
- ✓ Distribute and display safety and health information and educational materials relevant to your workplace.

Work with Safety and Health Officer

- ✓ The safety and health representative shall accompany a Safety and Health Officer during any inspection. They may be joined by the management representative or designate. Both representatives/designates shall be present during discussion of the inspection report and shall sign the report indicating they have read it.
- ✓ Phone or write your Safety and Health Officer if you are unable to resolve an issue yourselves and would like his/her assistance in finding a solution.

