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No. 221

Workplace Safety and Health Representative Checklist

Workplaces with 5-19 workers are required to have an elected worker safety and health representative. A worker representative represents workers not associated with the management of the workplace, and works in co-operation with an employer safety and health representative to perform the same duties as a safety and health committee. The following checklist briefly summarizes information about how the worker representative is chosen and their role with respect to workplace safety and health.

<p>Worker Representative</p> <ul style="list-style-type: none"> ✓ Must not be associated with management of the workplace. ✓ In a unionized workplace, selected/elected in accordance with union constitution. ✓ In a non-unionized workplace, democratically elected by the workers. ✓ Term of office is normally two years. At term-end, a representative is eligible for re-election. <p>Employer Representative</p> <ul style="list-style-type: none"> ✓ Is appointed by the employer. <p>Competently Trained Representatives</p> <p>Competently trained representatives demonstrate an employer's commitment to workplace safety and health, and provide guidance to workers and employers on safety and health matters.</p> <p>Competent training of representatives includes knowledge of safety and health rights, roles and responsibilities as well as knowledge of any of the tasks they may be required to perform as a safety and health representative.</p> <p>Every workplace is unique. Training needs of safety and health representatives vary according to workplace requirements.</p> <ul style="list-style-type: none"> ✓ Once elected, both the worker and the employer safety and health representative must be competently trained to perform their duties as a representative. <p>For the Employer</p> <ul style="list-style-type: none"> ✓ Meet with the worker representative on a regular basis, at least every three months. ✓ Respond in writing to worker representative's recommendations within 30 days, including short and long term control measures used to address the recommendations. 	<p>For the Employer</p> <ul style="list-style-type: none"> ✓ Allow the worker representative to meet with the employer during regular working hours. ✓ The worker safety and health representative is entitled to take time off from regular work duties in order to carry out the required duties of a safety and health representative: <ul style="list-style-type: none"> ✓ One hour to prepare for meetings with the employer. ✓ Time required to attend each meeting. ✓ Time required to attend safety and health training in accordance with <i>The Workplace Safety and Health Act</i> Section 44, as approved by the employer. ✓ Time required to carry out other assigned duties of a committee member or representative. ✓ The employer shall pay the worker representative at the worker's regular or premium pay, as applicable, for all time spent carrying out the duties of a representative. ✓ Provide a safety and health bulletin board, posted in a prominent place for the exclusive use of the safety and health representatives in connection with safety and health subjects. ✓ Consult and cooperate with the safety and health representatives. ✓ Provide representatives with paid safety and health education leave, the greater of 16 hours or the number of hours the worker normally works during two shifts. <ul style="list-style-type: none"> ✓ Workers must be paid for the greater of the hours spent at training or the regularly worked hours during a shift. ✓ Advise the representatives of planned introduction of new equipment, new operating procedures, or new chemicals or other substances or materials.
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Safety and Health Bulletin Board

- √ Must be located in a prominent place.
- √ Post the names of both the worker and management representatives and their term of office expiry date.
- √ Post scheduled date of committee meetings, the agenda for each meeting, and a copy of each meeting's minutes.
- √ Post items from Manitoba Workplace Safety and Health and safety and health items of interest to your workplace.

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.
- √ The worker and management representatives should inspect the entire workplace and the operations therein at regular intervals, and should resolve any safety or health concerns identified during the inspection.
- √ The worker and management representatives shall jointly investigate accidents and dangerous occurrences at the workplace.
- √ Periodically assist the employer in determining the types of hazards which may be encountered in the workplace.
- √ Meet with the employer on a regular basis, at least every three months and post the agenda of these meetings on the designated safety and health bulletin board.

Duties and Responsibilities of Safety and Health Representatives (cont'd)

- √ Review the safety of new equipment, materials, or processes and make recommendations accordingly.
- √ Hold plant or office meetings/discussions/presentations/tool box talks with staff to discuss, critically evaluate and get input on safety and health matters.
- √ Distribute and display safety and health information and educational materials relevant to your workplace.

Work with Safety and Health Officer

- √ Worker safety and health representatives may be required to accompany a Safety and Health Officer during any inspection or investigation. They may be joined by the management representative or designate.
- √ Both representatives/designates shall be present during discussion of Workplace Safety and Health inspection or investigation reports and shall sign the report to indicate they have read it.
- √ Contact Workplace Safety and Health **Client Services** if you are unable to resolve an issue yourselves and would like assistance in finding a solution.
 - √ Winnipeg: 204-957-SAFE (7233)
 - √ Toll-free (in Canada): 1-877-957-SAFE (7233)
 - √ E-mail: wshcompl@gov.mb.ca

Reference to legal requirements under workplace safety and health legislation:

- Workplace Safety and Health Committees and Representatives: Workplace Safety and Health Act W210 Sections 40 and 41
- Workplace Safety and Health Committees and Representatives: Manitoba Regulation 217/2006 Part 3 (Includes February and August 2011 amendments)

Additional workplace safety and health information available at: www.safemanitoba.com

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This information is available in alternate formats upon request.

Ces renseignements sont offerts dans de multiples formats sur demande.