



# SAFE WORK



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## 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 in accordance with their constitution.
- √ In a non-unionized workplace, the employer should designate one or more workers not connected with management to coordinate 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**

- √ Respond to worker representative's recommendations within 30 days, unless the recommendations have been implemented.
- √ Allow the worker and management representatives to meet during regular working hours.
- √ The worker safety and health representative is entitled to take time off from his/her regular work duties in order to carry out his/her duties

### **For the Employer (cont'd)**

- as a representative. The worker representative shall be paid by his/her employer at the worker's regular or premium pay, as applicable, for all time spent carrying out his/her duties as a representative.
- √ 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 cooperate with the safety and health representative.
- √ Provide the 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 and 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.

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***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 regular intervals, 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.
- √ The worker and management representatives shall jointly investigate accidents and dangerous occurrences at the workplace.
- √ 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.

***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 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***

- √ The safety and health representative may 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 the inspection or investigation 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.