



SAFE WORK



No: 242
January 2006

CONSTRUCTION SAFETY & HEALTH WORKER REPRESENTATIVE CHECKLIST

Construction sites 0-19 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 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.
- √ No employer or worker shall attempt to influence the appointment or election of the other party's representative.

For the Employer

- √ Shall ensure there is management (supervisor / foreman) on site to work with the worker safety & health representative.
- √ Respond in writing, to worker safety & health representatives recommendations, within 30 days, unless the recommendations have been implemented.
- √ Allow the worker and site supervisor / foreman 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 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.

For the Employer (cont'd)

- √ Provide a bulletin board and / or some means of identifying the worker safety & health representative in a prominent place. The bulletin board shall be used in connection with safety and health subjects only.
- √ Consult and cooperate with the safety and health representative.
- √ On a construction project, each employer who employs five or more workers on that project shall provide a safety and health education program at the worksite. All workers shall attend without loss of pay or other benefits for a period of 30 minutes every two weeks, of which no period shall be less than 15 minutes.
- √ 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 name of the worker safety and health representative.
- √ Post safety and health items of interest to your workplace.
- √ Post items issued from time to time by the Workplace Safety and Health Division.

"Cette information existe également en français au www.gov.mb.ca/labour/safety/index.fr.html"

**CONSTRUCTION SAFETY & HEALTH WORKER
REPRESENTATIVE
CHECKLIST**

<p><i>Duties and Responsibilities of Safety and Health Representatives</i></p> <ul style="list-style-type: none"> √ 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 safety rep along with site supervisor / foreman (management), should inspect each part of the worksite and the operations therein, and should resolve any safety or health concerns identified during the inspection. √ The safety rep and site supervisor / foreman shall jointly investigate accidents and dangerous occurrences at the workplace. √ Carry out hazard identification at the beginning of all new work projects, tasks, equipment, project changes, etc. This shall include: the types of tasks performed, operating methods used and problems which may be encountered. 	<p><i>Duties and Responsibilities of Safety and Health Representatives (cont'd)</i></p> <ul style="list-style-type: none"> √ Review the safety of new equipment, materials, or processes and make recommendations accordingly. √ Hold meetings / discussions with staff to discuss, evaluate and get input on safety and health matters. √ Distribute and display safety and health information and educational materials relevant to your worksite. <p><i>Work with Safety and Health Officer</i></p> <ul style="list-style-type: none"> √ The safety and health representative shall accompany a Safety and Health Officer during any inspection or investigation. They may be joined by management. Both 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.
---	---