

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	HEALTH AND SAFETY REPRESENTATIVES			
TYPE:	HEALTH AND SAFETY		POLICY NO. HS-002-00	
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
June 25, 2008		As Required	08-320	1 of 3
Revisions				
June 25, 2008 New Policy				

I. Purpose

To develop roles and responsibilities for health and safety representative to ensure compliance under the *Occupational Health and Safety Act (OHSA)*.

II. Responsibility

Employer is responsible for ensuring that a health and safety representative is elected and maintained.

Health and Safety Representative is responsible for ensuring the proper application of this policy and those responsibilities identified in the Health and Safety Policy

III. Standards/Procedure

Composition

1. The health and safety representative shall be elected by the workers that he/she represents.
2. The health and safety representative will fill this role for a minimum two-year term of office. There will be no maximum.
3. The name and work location of the health and safety representative must be posted.
4. The health and safety representative shall receive training in order to carry out his/her required duties.

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Meetings and Minutes

1. Meetings of the health and safety representative and the employer will take place as deemed necessary by either or both.
2. Written minutes of the meeting are to be taken, outlining the following:
 - a. date, time and location of the meeting held
 - b. names of attendees and other persons present
 - c. itemized record of all items discussed and the outcome
 - reports presented and by whom
 - problems identified
 - agreed upon recommendations
 - actions to be taken by individual members
 - discussion with respect to the above
 - d. minutes are to be signed by the employer and health and safety representative, with one copy:
 - posted in the workplace
 - maintained on file by both parties.

General Duties of the Health and Safety Representative

1. Follow the guidelines outlined in the *Occupational Health and Safety Act*.
2. Develop, publish and post, at the beginning of each calendar year, a schedule for the monthly health and safety workplace inspections for the year.
3. Workplace inspections will be conducted monthly and all substandard acts and working conditions will be documented.
4. Review all completed **Employee Injury/Incident/Property Damage Reports**, analyze information and make recommendations to management to reduce recurrences.
5. Jointly participate in investigations when a person is killed or critically injured with the management representative.
6. Obtain information regarding:
 - a. hazardous materials, processes or equipment
 - b. designated substances and the respective control-program reports
 - c. workplace testing that is being carried out for health and safety purposes.

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7. Provide advice and recommendations to management on health and safety programs in general, as outlined below:
 - a. Recommendations to management for any items not already identified on the **Workplace Inspection Report**. Recommendation to include:
 - nature of concern with background information and justification
 - recommended remedial action, listing suggested solutions and methods of implementation
 - date
 - b. The health and safety representative is responsible for ensuring the written recommendations are received by the employer
 - c. The employer is responsible for replying to recommendations
 - d. Management will respond to the recommendations, in writing within 21 days with:
 - timetable for implementation if the employer agrees with the recommendation
 - reasons for disagreement if the recommendation is not acceptable
 - alternative resolution(s) with timetable for implementation if the recommendation is not acceptable.
8. Encourage fellow employees to work safely and to report hazardous or unsafe conditions immediately to their supervisors.
9. Identify areas of health and safety training for all employees.
10. Be present for, or assist in work refusal investigations.
11. Be available to accompany a Ministry of Labour Officer on his/her inspection tour of the workplace. Every effort will be made to accommodate the work schedules of volunteer representatives or utilize an alternate representative.