

Health & Safety Representatives or Committees



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Purpose

The purpose of this policy is to ensure legislative compliance as well as to invite and empower employees to participate in the health and safety program initiatives.

Responsibility

The Health and Safety Program Coordinator is responsible for ensuring that appropriate worker representatives are chosen by the workers they represent in order to fulfill their responsibilities as outlined in the Occupational Health and Safety Act (Ontario).

Senior Leadership Team members are responsible for ensuring that either health and safety representatives or Joint Health and Safety Committees are established in the workplaces under their control.

Supervisors are responsible for working with the health and safety representatives or the Joint Health and Safety Committee in their workplace to resolve hazardous acts or conditions that may be present in the workplace.

Procedure

Health and Safety Representatives

For every workplace with nineteen (19) or fewer workers, the workers from that workplace will select a health and safety representative. The name of the health and safety representative will be made known to all workers in the workplace and will be posted in the workplace.

The health and safety representative will conduct monthly inspections of the workplace and will forward completed reports to the supervisor. The schedule for the monthly inspections will be determined at the beginning of each year and posted in the workplace.

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The health and safety representative will meet with the supervisor once each month (or such frequency as may agreed to) to discuss health and safety issues in the workplace. The health and safety representative will act as a liaison for the workers they represent in dealing with health and safety issues in the workplace, and work collaboratively with supervisors to address any concerns. For issues that cannot be resolved to the satisfaction of all parties, the health and safety representative can make recommendations in writing to the employer. These recommendations will be forwarded to the Chief Administrative Officer who will respond to such recommendations in writing within twenty-one (21) days of receipt.

The health and safety representative will carry out any other roles and responsibilities as contained in Section 8 of the Occupational Health and Safety Act (Ontario).

Health and Safety Committee Members

For every workplace with twenty (20) or more workers, the workers from that workplace will select the required number of health and safety representatives to serve as members of the Joint Health and Safety Committee for that workplace.

Workplaces with twenty (20) to forty-nine (49) workers require a minimum two member committee of which at least one member must be a worker representative. Workplaces with more than fifty (50) require a minimum four member committee of which at least two members must be worker representatives.

The names of joint committee members will be made known to all workers in the workplace and will be posted in the workplace.

In workplaces where committees are required, the composition of the committee will consist of equal numbers of worker representatives and management representatives.

Joint Health and Safety Committees will meet at least every three months. A schedule with the meeting dates will be established at the beginning of each year and posted in the workplace.

A worker must be present for the monthly inspections of the workplace.

The main function of the Joint Health and Safety Committee is to identify hazardous acts or conditions in the workplace and recommend corrective actions.

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For issues that cannot be resolved at the joint committee meeting, the committee can submit a written recommendation to the Chief Administrative Officer seeking resolution. The Chief Administrative Officer will respond to all written recommendations in writing within twenty-one (21) days of receipt.

The Joint Health and Safety Committee members will carry out any other roles and responsibilities as contained in Section 9 of the Occupational Health and Safety Act (Ontario).

Training

As much as is reasonably possible health and safety representatives will be given Certification Training. As a minimum they will receive training in hazard recognition, assessment, and control, planned workplace inspections, and incident investigations in order to assist them in carrying out their roles and responsibilities.

As much as is reasonably possible all Joint Health and Safety Committee members will be given Certification training. If Certification training is not readily available all joint committee members will be trained in hazard recognition, assessment, and control, planned workplace inspections, and incident investigation in order to assist them in carrying out their roles and responsibilities.

All training will be documented. Refresher or upgrade training will be given as needed.

References

Occupational Health and Safety Act (Ontario) – Sections 8 and 9