**Purpose**

[Organization’s Name] has adopted this policy to establish ground rules for the creation and efficient operation of a Health and Safety Representative (HS Representative) at its work sites in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code, the [Organization’s Name] Occupational Health and Safety Program and other applicable agreements, requirements and standards.

**Policy**

[Organization’s Name] considers the Health and Safety Representative to be a valuable partner in its efforts to identify, assess, and control workplace hazards and requires all personnel, including managers, supervisors, and workers to support its work and obey the provisions of this policy.

**Definitions**

* **Worksite:** means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.
* **Employer:** a person who is self-employed in an occupation,a person who employs or engages one or more workers, including a person who employs or engages workers from a temporary staffing agency; a person designated by an employer as the employer’s representative.
* **Worker:** means a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization or employer.

**Responsibilities**

**The Employer will support the HS Representative by:**

* **Ensuring the HS Representative is provided with and can examine any records, policies, plans, procedures, codes of practice, reports or manufacturer specifications that must be maintained under the Act, regulation and code;**
* **Provide HS Representative with reasonable opportunity to inform workers on matters affecting occupational health and safety;**
* **Consult and cooperate with the HS Representative to develop policies, procedures and codes of practice required by the Act, regulation and code;**
* **Ensuring that health and safety matters and recommendations brought forth by the HS Representative are resolved in a timely manner:**
* Ensure if requested by an officer that members are made available to accompany the officer on an inspection.

**The HS Representative will exercise, at a minimum by not limited to the following duties and functions at the workplace:**

* **The receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers;**
* **Participate in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site;**
* **The making of recommendations to the employer respecting the health and safety of workers;**
* **Consulting with the employer in the development and review of the Violence and Harassment prevention plan and policy;**
* **Maintain records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee;**
* **Cooperate with an officer exercising his/her duties under this Act, regulation and code;**
* **Carrying out any other duties or functions specified in the Act, regulation OHS code or assigned to the HS Representative by the OHS Program.**
  + **Development and promotion of measures to protect the health and safety and safety of persons at the work site and checking the effectiveness of such measures.**
  + **Development and promotion of programs for education and information concerning health and safety of workers.**
* **Maintain confidentiality by not disclosing workers’ personal information unless the disclosure is required by law.**

**Procedure**

1. Establish a **HS Representative:** [Organization’s Name] will establish and maintain **HS Representative** for the organization if the employer has between 4-19 workers regularly employed by [Organization’s Name].
2. **HS Representative** Recommendations: When necessary the **HS Representative** will make formal recommendations to the employer. Employer will respond to the recommendation as per responsibilities outlined in Employer Responsibilities listed above.
3. **HS Representative** Training: Employer will ensure that **HS Representative** will complete training to understanding their roles and responsibilities, the 3 Rights of workers and the obligations of work site parties.
4. **HS Representative** Entitlements: **HS Representative** is deemed to be at work during the times the worker is performing joint health and safety committee or health and safety representative duties or attending training in connection with these duties.