

ROLES AND RESPONSIBILITIES HEALTH AND SAFETY COMMITTEE MEMBERS AND REPRESENTATIVE

- > Work with the employer to identify and assess hazards. Assist in the establishment of controls and monitor for effectiveness.
- > In cooperation with the employer, participate in the inspection process. Activities may include the development of inspection documentation, planning, scheduling, and completion of inspections.
- > Recommend general types of corrective action that will prevent hazards from causing harm. Discuss concerns with workers, supervisors and the employer.
- > Review and respond to health and safety concerns and complaints from workers. Work with employer to resolve issues brought forth.
- > Assist and co-operate with the employer to identify and control risks from conditions and circumstances associated with contracted work.
- > Review and investigate all incident reports in accordance with legislation and internal policy.
- > Ensure all incidents are investigated and that recommendations are put forward to management for corrective action, and then ensure the corrective action has been taken.
- > Cooperate with OHS officers conducting inspections or investigations.
- > Advise and assist with programs and information regarding health and safety at work.
- > Assist in the maintenance of committee records.

I have reviewed and understand the above roles and responsibilities.

Name

Signature

Date Completed