

# HEALTH AND SAFETY REPRESENTATIVE TERMS OF REFERENCE

Alberta's Occupational Health and Safety (OHS) Act requires that under certain circumstances an employer designates a Health and Safety Representative in the workplace. In order to work effectively, the representative's role must be clearly defined, understood and accepted. This policy will identify the designating process and functions of the Health and Safety representative to ensure that their important work can be done.

The Health and Safety Representative will become the tool that allows workers and management to work together on health and safety issues, and act as a medium to help workers participate in OHS and support the three basic rights of workers:

- the right to know
- the right to participate
- the right to refuse dangerous work.

Vital to developing and maintaining healthy and safe workplaces is an effective internal responsibility system (IRS). An IRS functions best when it recognizes the roles and responsibilities of all work site parties and encourages joint participation in recommending solutions to health and safety issues. The Health and Safety Representative is an important part of the IRS in a workplace, representing the collective contributions of workers and employers.

\_\_\_\_\_ [Farm Name] \_\_\_\_\_ is committed to health and safety and will appoint a Health and Safety Representative who is representative of the workforce. A worker member who ceases to be employed at the workplace ceases to be a member of the HSC and shall be replaced as soon as practicable.

## Term of Office

The term of office for the Health and Safety Representative is not less than one year and they may continue to hold office until their successors are selected or appointed, unless a union exists, and other terms are specified in the union's constitution.

## Functions

The Health and Safety Representative is an advisory role and its main function is to identify, evaluate and make recommendations concerning health and safety hazards and issues in the workplace.

The Health and Safety Representative will encourage workers to discuss any OHS concern with their manager/supervisor before bringing it to the attention of the Health and Safety Representative. The Health and Safety Representative will strive to fulfil their roles and responsibilities by working cooperatively and communicating with management and workers and make every effort to reach consensus on issues.

## Training

The Health and Safety Representative will receive training with respect to the duties and functions of the Health and Safety Representative. The Health and Safety Representative is permitted time away from regular duties to attend training. The amount of time allowed annually for training is 16 hours or the number of hours the worker normally works during two shifts.

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Name and Title of Most Senior Manager

\_\_\_\_\_

Signature

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Date Completed