## 

## HEALTH AND SAFETY REPRESENTATIVE

[Organization Name] is committed to ensuring the health and safety of all its employees. In pursuit of that, [Organization Name] will abide by all provincially outlined legislation as established by the *Occupational Health and Safety Act* of New Brunswick*.* Further, [Organization Name] recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

POLICY

Since [Organization Name] has between 5-19 employees, employees will ensure a joint health and safety representative (JHSR) is put in place to perform health and safety duties and . This representative will be elected by the employees and is not permitted to exercise any leadership or managerial responsibilities.

Should the number of employees increase to 20 more, a full Joint Health and Safety Committee (JHSC) will be put into place.

Inspections

[Organization Name] will ensure that the representative has adequate time each month to conduct a workplace health and safety inspection. These inspections must be documented. If the representative requires information or assistance in carrying out the inspection, they will be provided.

Employees who work from home must email their concerns to the representative and inspect their own workstations.

Representative Recommendations

The health and safety representative shall be responsible for making written recommendations to [Organization Name] regarding health and safety. Any such recommendations will receive a written response within 30 days.

When [Organization Name] agrees to the recommendation, the response will include a timeline for implementation, as well as reasons for disagreement and/or rejection.

Representative Powers and Duties

The following are within the powers and duties of the representative:

* Receipt and correction of health and safety complaints (as soon as possible)
* Maintain adequate records of workplace accidents, injuries, health hazards, and complaints about health and safety, and monitor this data (at regular intervals)
* Meet with [Organization Name] or a designee of [Organization Name] to discuss health and safety issues
* Contribute to developing, implementing, and monitoring programs to prevent workplace hazards, including ergonomic hazards, and to the development of procedures for educating employees about the hazards.
* Participate in all inquiries, investigations, studies, and inspections relating to employee health and safety (as is possible)
* Collaborate with health and safety personnel
* Participate in planning and implementing changes that may have an effect on workplace health and safety
* Each month, inspect the entire or a portion of the workplace, ensuring that each area is inspected at least once a year (note that this will depend on working from home procedures)
* Contribute to the creation and evaluation of health and safety policies and programs
* Assist in the investigation and assessment of hazardous substance exposures to employees
* Contribute to the development, implementation, and oversight of programs for any necessary personal protective equipment, clothing, devices, or materials.
* Contribute to developing, implementing, and monitoring a policy to prevent workplace violence

The representative will be provided with the information necessary to identify current or potential workplace hazards. Additionally, they will be informed of any health and safety tests conducted. They will not, however, be provided with information that would violate another employee's privacy.

Representative Training

[Organization Name] will ensure that the representative is trained on their health and safety responsibilities through a WorkSafeNB approved JHSC training provider.

Compensation for Time

Any time spent by the representative on health and safety duties is considered work time, and the representative will be compensated for the time in accordance with normal working hours.

Additionally, the representative will be compensated for any preparation time required to fulfil health and safety responsibilities.

Record-Keeping

The health and safety representative is required to maintain records of all inspections, recommendations, accidents, hazards, and other health and safety issues that come to their attention while performing their duties. These records must be provided to a WorkSafeNB health and safety officer upon request.