## HEALTH AND SAFETY REPRESENTATIVE

[Organization Name] is dedicated to the health and wellbeing of all of its employees. In order to accomplish this, [Organization Name] will adhere to Manitoba’s Workplace Safety and Health Act and Regulation (the Act).

POLICY

Since [Organization Name]'s workforce exceeds five employees but is under 20 employees, employees will elect a health and safety representative to perform health and safety duties. This representative is not permitted to exercise any leadership or managerial responsibilities.

If the total number of employees exceeds 20, [Organization Name] will ensure the establishment of a Safety and Health Committee.

Term of Office

Generally, the term of office for a representative is 2 years. At the end of the two year term, a representative is eligible for re-election, or employees may choose a new representative. If termination of the representative’s employment occurs before the end of the two year period (regardless of whether it was voluntary or involuntary), a new employee representative will be elected and their term will start.

Employer Representative

[Organization Name] will appoint an employer representative to work alongside the worker representative to ensure the safety and wellbeing of employees in the workplace.

Training

The employer and worker representatives must both be competently trained to perform their duties. This means they must be able to provide guidance on health and safety issues and know the responsibilities in the workplace for all parties. Training must include:

* Knowledge of health and safety rights,
* Knowledge of health and safety roles and responsibilities, and
* Knowledge of their required tasks as safety and health representatives.

Any time spent training is considered work time and the representatives will be compensated as per their regular wage. Representatives must be provided with paid safety and health education leave to the greater of 16 hours, or the number of hours the representative would normally work over the course of two shifts.

Compensation for Time

The representative is entitled to take time away from their regular work duties, including:

* One hour to prepare for meetings with the employer.
* Time required to attend each meeting with [Organization Name].
* Time required to attend safety and health training.
* Time required to carry out other assigned duties as a representative.

Representative Duties

The worker representative has the following duties:

* Inspecting dangerous conditions,
* Protecting the anonymity of complainants as requested,
* Notifying complainants of any decisions regarding their complaints,
* Notifying workers if the work is dangerous at the workplace,
* Inspecting the workplace regularly and resolving noticed health and safety concerns,
* Jointly (with the employer representative) investigating incidents and dangerous occurrences,
* Making written recommendations regarding health and safety at [Organization Name],
* Working with [Organization Name] to identify hazards to safety and health in the workplace,
* Meeting with [Organization Name] at least every three months and posting the agenda and meeting minutes from the meeting on the bulletin board,
* Reviewing new equipment, materials, processes, etc., making recommendations for safety,
* Holding regular meetings with other employees to discuss working safely, and
* Providing educational materials to other employees.

[Organization Name] Responsibilities to the Representative

[Organization Name] will:

* Meet regularly with the worker representative (at minimum every three months),
* Respond in writing to any recommendations put forth by the representative within 30 days - the response must include any planned measures to control the hazard or concern,
* Ensure the representative has time away from their regular duties to meet with [Organization Name] concerning safety and health issues and recommendations,
* To post a safety and health bulletin board that includes:
	+ safety information
	+ the name of the representatives
	+ the length and expiry dates for their terms
	+ the scheduled dates of meetings
	+ the agendas for meetings, and
	+ copies of meeting minutes
* Advise the representatives of any equipment, operating procedures, chemicals, or any other materials that will be new in the workplace.