## HEALTH AND SAFETY REPRESENTATIVE

[Organization Name] is committed to ensuring the health and safety of all employees and will abide by all provincial legislation as established by the *Ontario Occupational Health and Safety Act* (OHSA). Further, [Organization Name] recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

POLICY

Health and Safety Representative

As [Organization Name]’s workforce exceeds five employees, the Company will ensure that an employee-chosen representative is in place to complete health and safety duties. This representative may not exercise any sort of leadership or managerial functions. The employees who vote for their representative will also not exercise any managerial functions themselves.

If the number of employees exceeds 19, [Organization Name] will ensure that a Health and Safety Committee is put into place.

Inspections

[Organization Name] will ensure that the representative has sufficient time to complete a workplace health and safety inspection at least every month. These inspections shall be kept on file. If the representative requires information and/or assistance in completing the inspection, they shall be provided with it.

Representative Recommendations

The health and safety representative is responsible for providing written recommendations regarding health and safety at [Organization Name]. Any such recommendations will be responded to in writing within 21 days. The response will include when the recommendation will be implemented when [Organization Name] agrees with the recommendation and reasons why when the recommendation is disagreed with and/or not accepted.

Representative Powers

The following are within the powers of the representative:

* To know about any tests involving equipment, machines, devices, articles, things, material or biological, chemical, or physical agent in the workplace
* To be consulted on or be present when any such testing is occurring (upon the request of the representative)
* To be provided information from [Organization Name] concerning:
  + Any identification of existing or potential hazards involving materials, processes, or equipment; and
  + Any other health and safety experience or knowledge of other companies as per [Organization Name]’s knowledge.

In the Event of a Critical Injury or Death

If a critical injury or death occurs, the representative will be required to inspect the place where the accident occurred (including if a machine, device, or thing was involved). Following the inspection, the representative is required to present their written findings to the (Insert title).