## HEALTH AND SAFETY REPRESENTATIVE

[Organization Name] is committed to the health and well-being of its employees. To that end, [Organization Name] will adhere to the *Occupational Health and Safety Act* of Prince Edward Island. Additionally, [Organization Name] recognizes its primary responsibility for health and safety as an employer.

POLICY

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 adequate time each month to conduct a workplace health and safety inspection. These inspections must be documented. Additional information or help will be supplied if the Representative requires it in order to conduct the inspection.

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

Representative Recommendations

The Representative is responsible for providing written recommendations to [Organization Name] regarding health and safety.

If [Organization Name] agrees with the recommendation, the response will include a timeline for implementation as well as justifications for disagreement and/or rejection. The written response must be provided to the Representative within 30 days of receiving recommendations.

Representative Powers and Duties

The representative is accountable for the following:

* Receive and resolve health and safety complaints.
* Maintain adequate records of workplace incidents, injuries, health hazards, and concerns about health and safety, and monitor these records.
* Consult [Organization Name] or a designee of [Organization Name] on health and safety issues.
* Contribute to the development, implementation, and monitoring of workplace hazard prevention programs, including ergonomic risks, as well as techniques for teaching employees about workplace dangers.
* Participate in all inquiries, investigations, studies, and inspections relating to employee health and safety.
* Collaborate with individuals who are accountable for health and safety.
* Contribute to the creation and implementation of workplace health and safety changes.
* Regularly inspect the workplace for hazards.
* Contribute to the creation and evaluation of health and safety policies and initiatives.
* Assist in the investigation and assessment of hazardous substance exposures to employees.
* Contribute to the development, implementation, and oversight of programs for all necessary personal protective equipment, clothing, devices, and materials.
* Contribute to the creation, implementation, and monitoring of a policy to prevent workplace violence.

Representative Training

[Organization Name] will ensure that the representative receives adequate health and safety training and instruction.

Compensation for Time

Any time spent completing health and safety activities by the Representative is considered work time, and the Representative will be compensated according to normal working hours. Additionally, the Representative will be compensated for any time spent preparing to satisfy health and safety requirements.

Record-Keeping

The Representative is responsible for documenting all inspections, suggestions, accidents, risks, and other health and safety concerns that arise while doing their duties. These documents must be made available to a health and safety officer upon request.