##

## 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 *Yukon Workers' Safety and Compensation Act*. 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 includes at least 5 employees but does not exceed 19 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.

Representative Duties

The following are the duties and functions of the of the representative:

* to receive, consider and make recommendations to the employer or prime contractor on concerns or complaints respecting the health and safety of workers;
* to participate in the identification of hazards to the health and safety of workers or other persons arising out of or in connection with activities at the workplace;
* to make recommendations to the employer or prime contractor on the development and promotion of health and safety management systems, education programs, policies, procedures and measures that are required at the workplace under this Part and to review and monitor their effectiveness;
* to participate in inquiries, inspections and investigations as required by the employer;
* to participate in inspections of the workplace at regular intervals;
* to make recommendations to the employer and to the workers for the improvement of workplace health and safety;
* to maintain records in respect of the duties and activities of the committee and to make those records available on request to the employer, an officer or the board;
* to cooperate with every person who is performing a duty that is imposed under this regulation;
* to perform any other duties that may be specified by the employer.

The safety representative is entitled to take time away from their regular work as necessary for orientation, training and to perform their duties without loss of pay.

Training

[Organization Name] will provide representatives with an orientation to their duties within 30 days after the date of their selection. They must also ensure that within six months after the date of their selection, at least one worker representative is competently trained to participate in investigations of serious incidents, injuries, deaths and refusals of unsafe work. The cost of all training will be assumed by the employer.

Posting

[Organization Name] will ensure the name of the representative is posted conspicuously at every workplace.