



SAFE WORK



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Workplace Safety and Health Representative Checklist

Workplaces with 10-19 workers are required to have an elected worker safety and health representative. The worker representative, in co-operation with a representative from the employer, performs the same duties as the workplace safety and health committee. The following checklist briefly summarizes information about how the worker representative is chosen and their role with respect to workplace safety and health.

<p><i>Electing a Safety and Health Representative</i></p> <ul style="list-style-type: none"> ✓ A safety and health representative must be elected from the workers not associated with management. ✓ In a unionized workplace, the union(s) should select/elect their representative in accordance with their constitution. ✓ In a non-unionized workplace, the employer should designate one or more workers not connected with management to coordinate the democratic election of a worker representative. ✓ Term of office is normally two years. The representative is eligible for re-election. ✓ The employer shall appoint a management representative who, together with the worker representative, is responsible for performing the same duties as a safety and health committee in a larger workplace. ✓ No employer or worker shall attempt to influence the appointment or election of the other party's representative. 	<p><i>For the Employer (cont'd)</i></p> <p>as a representative. The worker representative shall be paid by his/her employer at the worker's regular or premium pay, as applicable, for all time spent carrying out his/her duties as a representative.</p> <ul style="list-style-type: none"> ✓ Provide a bulletin board in a prominent place for the exclusive use of the worker and management representatives in connection with safety and health subjects. ✓ Consult and cooperate with the safety and health representative. ✓ Provide the safety and health representative two days paid educational leave annually for safety and health training seminars. ✓ Advise the safety and health representative of planned introduction of new equipment, new operating procedures, or new chemicals or other substances or materials.
<p><i>For the Employer</i></p> <ul style="list-style-type: none"> ✓ Meet with the representative on a regular basis, at least every three months. ✓ Respond in writing to worker representative's recommendations within 30 days, unless the recommendations have been implemented. ✓ Allow the worker and management representatives to meet during regular working hours. ✓ The worker safety and health representative is entitled to take time off from his/her regular work duties in order to carry out his/her duties 	<p><i>Safety and Health Bulletin Board</i></p> <ul style="list-style-type: none"> ✓ Must be located in a prominent place. ✓ Post the names of both the worker and management representatives and their term of office expiry date. ✓ Post scheduled date of committee meetings, the agenda for each meeting, and a copy of each meeting's minutes. ✓ Post items from the Workplace Safety and Health Division, and safety and health items of interest to your workplace.

(see over)

Workplace Safety and Health Division Contact Information:

Winnipeg: (204) 945-3446
Toll-Free: 1-866-888-8186 (Manitoba only)
24-Hour Emergency Line: (204) 945-0581

Publications/resources available at: www.safemanitoba.com



Duties and Responsibilities of Safety and Health Representatives

- √ Inspect dangerous conditions and/or call a special meeting to resolve any concerns.
- √ Protect the anonymity of complainants who request it.
- √ Notify complainants of any decisions or recommendations made to management relating to their concerns.
- √ Notify all workers at any site where the work is determined to be dangerous.
- √ At regular intervals, the worker and management representatives should inspect each part of the workplace and the operations therein, and should resolve any safety or health concerns identified during the inspection.
- √ The worker and management representatives shall jointly investigate accidents and dangerous occurrences at the workplace.
- √ Periodically carry out plant wide surveys to determine the types of tasks performed, operating methods used, hazard identification, and problems which may be encountered in the course of workplace operations.
- √ Meet with the employer on a regular basis, at least every three months.

Duties and Responsibilities of Safety and Health Representatives (cont'd)

- √ Review the safety of new equipment, materials, or processes and make recommendations accordingly.
- √ Hold plant or office meetings/discussions/presentations with staff to discuss, critically evaluate and get input on safety and health matters.
- √ Distribute and display safety and health information and educational materials relevant to your workplace.

Work with Safety and Health Officer

- √ The safety and health representative may accompany a Safety and Health Officer during any inspection or investigation. They may be joined by the management representative or designate. Both representatives/designates shall be present during discussion of the inspection or investigation report and shall sign the report indicating they have read it.
- √ Phone or write your Safety and Health Officer if you are unable to resolve an issue yourselves and would like his/her assistance in finding a solution.

Reference to legal requirements under workplace safety and health legislation:

- Workplace Safety and Health Committees and Representatives: Workplace Safety and Health Act W210 Sections 40 and 41
- Workplace Safety and Health Committees and Representatives: Manitoba Regulation 217/2006 Part 3

Additional workplace safety and health information available at: www.safemanitoba.com