## **<< Farm Name >> HEALTH & SAFETY REPRESENTATIVE POLICY**

POLICY:

<< Farm Name >> considers the Safety Representative to be a valuable partner in its efforts to identify, assess, and control workplace hazards and requires workers to support the work and obey the provisions of this Policy.

Our mission is to foster the provision of a healthy & safe work environment for << Farm Name >> workers and contractors. In accordance with the Occupational Health & Safety Act, Section 33 the representative shall:

1. Co-operatively identify situations that may be unhealthy or unsafe in respect of the work on the farm.
2. Make recommendations to contractors, employers, and workers for the improvement of health & safety for everyone on the farm.
3. Train & educate contractors, employers, employees, and other workers in health & safety on the farm.

ESTABLISHMENT OF SAFETY REPRESENTATIVE:

<< Farm Name >> shall designate a worker appointed or selected as a health and safety representative:

(a)  if the employer employs 5 to 19 workers, and the work last for longer than 4 weeks; or

(b)  at any other work site designated by a Director.

A health and safety representative shall be appointed and be selected by the workers the representative represents.

<< Farm Name >> Safety Representative shall also:

1. Co-operatively participate in inspections, inquiries, and investigations that affect the health and safety of workers.
2. Co-operatively periodically review hazard assessments, inspection reports, and incident reports.
3. Co-operatively audit for compliance with health and safety requirements on the farm.
4. Perform safety inspections.
5. Act as a liaison between << Farm Name >> and workers on safety issues.
6. Act as a liaison where the chain of command has failed the worker in addressing safety issues.
7. Advise on individual protective devices, equipment and clothing based on the needs in the hazard assessment.
8. Advise on safety policy or plan and make recommendations for change to the farm owner where necessary.

TERM OF OFFICE:

If the Safety Representative has served one year, or is a seasonal or contract worker, a new Safety Representative must be selected by the workers the representative represents at the end of the one-year term or at the start of the season. If the current Safety Representative is no longer able to serve the required term, a new Safety Representative must be selected by the workers the representative represents.

DUTIES & FUNCTION:

The health and safety representative shall, in cooperation with a representative of the employer, perform the same duties, with any necessary modifications:

1. the receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers;
2. participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site;
3. the development and promotion of measures to protect the health and safety of persons on the farm and checking the effectiveness of such measures;
4. co-operation with an officer exercising duties under the Act;
5. the development and promotion of programs for education and information concerning health and safety;
6. develop policies, procedures and codes of practice required by the Act and Regulations;
7. the making of recommendations to the farm owner or respecting the health and safety of workers;
8. the inspection of the farm at regular intervals;
9. participate in the investigation of incidents, and aid in the recommendations for corrective action;
10. the participation in investigations of serious injuries and incidents on the farm;
11. the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the representative;
12. examine records, policies, plans, procedures, codes of practice, reports or manufacturer specifications that must be maintained under the Act and Regulations;
13. such other duties as may be specified in this Act and Regulations; and
14. to inform workers on matters affecting occupational health and safety.

SAFETY REPRESENTATIVE MEETINGS:

1. The nominated Safety Representative will meet with the farm owner on a monthly basis to discuss health and safety concerns.
2. The agenda for regular Safety Representative meetings will be posted.
3. Minutes shall be taken for every meeting and posted.
4. Meetings will be held at an agreed upon location.
5. The Safety Representative shall participate in training to understand the duties required in fulfilling the role.
6. A health and safety representative may call a special meeting with the farmer to deal with urgent concerns on the farm.

RECOMMENDATIONS:

Upon receiving a written recommendation from the Safety Representative, << Farm Name >> will take the following actions:

* If reasonably possible, << Farm Name >> will respond to the recommendation in writing within 21 days of receiving the recommendation that either:
	+ Indicates that it accepts the recommendation; or
	+ Lists its reasons for not accepting the recommendation;
* If << Farm Name >> does not accept the Safety Representatives recommendation, then alternative solutions will be evaluated and discussed in the next Safety Representative meeting;

MEETING MINUTES:

After each meeting, the Safety Representative must prepare a report of the minutes of the meeting. << Farm Name >> will then:

* Retain a copy of the minutes for at least 5 years from the date of the meeting to which they relate;
* Ensure that copies of the minutes are readily accessible to, workers, and other government officials; and
* Post copies of minutes from the 3 most recent Safety Representative meetings within 7 days of the meeting.

POSTING SAFETY REPRESENTATIVE INFORMATION:

<< Farm Name >> will post the following Safety Representative information:

* The name, location, and contact information of the Safety Representative; and
* Minutes from the 3 most recent Safety Representative meetings.

RIGHTS OF THE SAFETY REPRESENTATIVE:

The Safety Representative is entitled to time off from work for:

* The time they are required to attend Safety Representative meetings;
* The reasonably necessary time they spend preparing for meetings; and
* The time they spend carrying out other Safety Representative duties and functions;
* Time off from work under the above provisions is considered to be time worked and << Farm Name >> must pay the member for that time.

TRAINING:

* Each Safety Representative is entitled to annual educational leave to attend health and safety training courses conducted by or with the approval of the Board in accordance with the act.
* << Farm Name >> will provide educational leave to workers without loss of pay or other benefits.
* << Farm Name >> will pay for, or reimburse the worker for, the costs of the training course and reasonable costs of attending the course.

SAFETY REPRESENTATIVE WORKPLACE INSPECTIONS:

The Safety Representative will inspect the farm at least once a month. Where feasible, the Safety Representative will participate in special inspections required by the director.

EMPLOYER TO WORK WITH REPRESENTATIVE:

If the health and safety representative brings a health and safety matter to the attention of the farm owner, and makes recommendations to remedy the matter,

1. if the matter can be resolved by the farm owner within 30 days, the farm owner shall do so and inform the representative;
2. if the matter cannot be resolved by the farm owner within 30 days, the farm owner shall respond in writing, stating how the concern will be addressed and when the concern will be addressed, including:
	1. a timetable for implementing changes to address the matter; and
	2. any interim control measures that will implement to address the matter, or
3. if the farm owner disagrees with any recommendations or does not accept or believe there are any health and safety concerns, the farm owner shall give reasons why they disagree with any recommendations or does not accept or believe there are any health and safety concerns.

Where the parties cannot resolve a problem or address a concern after the provision of written reasons by the farm owner and the health and safety representative may refer the matter to an officer.

Nothing in this section limits the right of a worker to refer a health and safety concern directly to an officer.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*The safety information in this policy is to be used in conjunction with all applicable federal and provincial legislation in which all employees should be familiar.

**<< Farm Name >> HEALTH & SAFETY REPRESENTATIVE MEETING AGENDA**

1. Call the meeting to order.
2. Roll call
3. Agenda
	1.
	2.
	3.
	4.
	5.
	6.
4. Approval of last meeting’s minutes
5. Unfinished Business
6. New Health and Safety Complaints, Concerns or Issues
7. Occupational Health and Safety activities
	1. Inspections
	2. Investigations
	3. Training
	4. Other occupational health and safety activities
8. Farm Owner requests of the Representative
9. Status of Representative Recommendations Made to the Farm Owner
10. Recurring Items
11. Suggestions for Improvement
12. New business
13. Date and time of next meeting
14. Adjournment

**<< Farm Name >> HEALTH & SAFETY REPRESENTATIVE MEETING MINUTES**

Minutes of meeting Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

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| --- | --- | --- | --- |
| Employer | Address | Scope of Work | Number of Workers |
|  |  |  |  |

|  |  |
| --- | --- |
| Employer Representative | Worker Representative |
| 1.  | 1. |

Concerns Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In Progress: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| # | Origin [W/E] | Concern | Recommendation | Action By | Target Date |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Other Business/Concerns Resolved Between Meetings:

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