**Health & Safety Representatives & Committees**

[**HEALTH & SAFETY COMMITTEE:**](https://farmsafetyns.ca/farm-safety-plan/a-guide-to-your-farm-safety-plan-workbook-section-2/)

Farms shall establish a joint work site health and safety committee,

(a) if the employer employs 20 or more employees, and the work lasts longer than 4 weeks; or

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

The joint work site health and safety committee shall establish rules of procedure for fulfilling its duties under Section 29 of the Occupational Health & Safety Act.

A joint work site health and safety committee shall consist of such number of persons as may be agreed to by the employer and the workers where at least half represent workers who are not associated with the management of the work site, and are persons selected by the workers they represent.

The health and safety committee shall have 2 co-chairs, one chosen by the employer members on the committee and the other chosen by the worker members on the committee.

The co-chairs shall alternate in serving as chair at meetings of the joint work site health and safety committee and shall participate in all decisions of the committee.

To be eligible to be appointed or selected as a worker member, a person must work at the work site where the health and safety committee is established.

Employer members of a health and safety committee must be appointed to the committee by the employer, as applicable. To be eligible to be appointed as an employer member, a person must be employed on the farm where the health and safety committee is established or in the case of an employer who operates at multiple work sites, be a person directly employed by the employer.

Establish a terms of reference on how the committee will conduct themselves to include:

* Terms of Office
* Duties & Functions
* Meeting frequency & maintain minutes
* Quorum
* Making Recommendations
* Posting Committee member information
* Rights of members
* Training
* Conducting inspections
* Employer expectation to work with the committee

[**HEALTH & SAFETY REPRESENTATIVE:**](https://farmsafetyns.ca/farm-safety-plan/a-guide-to-your-farm-safety-plan-workbook-section-2/)

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 as per Section 33 of the Occupational Health & Safety Act.

Responsibilities:

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 the farm 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.

**Health & Safety Representatives & Committees – DISCUSSION RECORD**

**Agenda:**

* Have you established a health and safety committee or representative for work that lasts longer than 4 weeks on the farm?
* Are meeting minutes documented & posted?
* Do workers know how to contact the committee members or representative?

Comments or safety concerns as a result of the discussion or observed since the last rally?

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Follow-up to concerns raised at previous rally?  
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Action Items?  
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Near Miss/Incidents/Unsafe Acts/Conditions to Report?

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Topics recommended for future Rallies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank the rally members for their participation.**

**Quiz Answers:** 1. T, 2. F, 3. b, 4. a, 5. T

**TEST YOUR KNOWLEDGE**

1. If the farm employs 20 or more workers, & the work lasts longer than 4 weeks then a safety committee needs to be established.

True or  False

1. If the farm employs 5 to 19 workers, and the work last for longer than 4 weeks a safety representative is optional. True or False
2. The health and safety committee shall have \_\_\_\_\_\_co-chairs, one chosen by the employer members on the committee and the other chosen by the worker members on the committee.
   1. 4
   2. 2
   3. 0
3. Which section of the occupational health and safety act outlines the requirement for safety committees and representatives?
   1. 29 & 33
   2. 4 & 23
   3. 28 & 34
4. A health and safety representative shall be appointed and be selected by the workers the representative represents. True or False

**Attendance RECORD**

\*This is to acknowledge that I understand and agree to actively participate in the safety meeting.

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| **Print Name:** | **Signature:** |
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