## **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 all personnel, including senior managers, managers, supervisors, and 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] employees, 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 site.
2. Make recommendations to contractors, employers, and workers for the improvement of health & safety for everyone at the work site.
3. Train & educate contractors, employers, employees, and other workers in health & safety at the work site.

**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, 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 employees.
2. Co-operatively periodically review hazard assessments, inspection reports, and incident reports.
3. Co-operatively audit for compliance with health and safety requirements at the workplace.
4. Perform safety inspections.
5. Act as a liaison between [Farm Name] and employees 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 Senior Management where necessary.

**TERM OF OFFICE:**

If the Safety Representative has served one year, or is a seasonal or contract employee, 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, as set out for the joint work site health and safety committee:

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 at the work site 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 employer or owner respecting the health and safety of workers;
8. the inspection of the work site 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 at the work site;
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 employer 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 an employer to deal with urgent concerns at the work site.

**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 members 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 workplace 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 employer, and makes recommendations to remedy the matter,

1. if the matter can be resolved by the employer within 30 days, the employer shall do so and inform the representative;
2. if the matter cannot be resolved by the employer within 30 days, the employer 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 employer disagrees with any recommendations or does not accept or believe there are any health and safety concerns, the employer shall give reasons why the employer disagrees 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 employer, the employer 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. Management requests of the Representative or Committee
9. Status of Representative or Committee Recommendations Made to Management
10. Recurring Items
11. Suggestions for Improvement
12. New business
13. Date and time of next meeting
14. Adjournment

**HEALTH & SAFETY COMMITTEE/REPRESENTATIVE MEETING MINUTES INSTRUCTION**

Committee/Representative Meeting Minutes:

1. Add the **Date** using the full month, day, and year at the top of the page.
2. Add the Farm name under **Employer.**
3. Add the farm physical location under **Address**.
4. Note the **Scope(s) of Work or Commodity** for the farm.
5. Enter the total **Number of Workers** working on the farm. This may change from meeting to meeting and month to month.

Committee Meeting Minutes:

1. Enter the **Employer and Worker Co-Chairperson's** first and last names and note if they are **Present** or **Absent.**
2. Enter the **Employer and Worker Committee Members’** first and last names and note if they are **Present** or **Absent.**

Representative Meeting Minutes:

1. Enter the name of the **Employer Representative** and the **Worker Representative**.

Committee/Representative Meeting Minutes:

1. Concerns are numbered in sequential order and numbers are not re-used. If this is your first meeting start with "1" under **# column.**
2. Enter under **Origin W/E,** if it was the Employer (E) or the Worker (W) who brought up the concern.
3. Enter under **Concern**, a brief description of the concern, for example, "PTO guard missing on tractor."
	1. Readers only want the highlights.
	2. Concerns listed need to be clear enough so if OHS was to review the minutes they understand the concern and recommendation.
	3. It is not necessary to document full discussions.
4. Enter under **Recommendation**, how you plan to fix the PTO guard.
5. Enter under **Action By,** who will to fix the PTO Guard.
6. Enter under **Target Date**, the date in which the PTO Guard is expected to be fixed.
7. Under **Concerns Completed**, enter the number of the concern in this space once it is completed.
	1. Once the PTO Guard is fixed, then a "1" would be entered in this space at the next meeting.
8. Under **In Progress,** enter the numbers of the concerns that are in progress from previous meetings.
	1. This will help you stay on track and meet timelines.
9. If a concern is in progress for too long or requires a new target date, write its' original number under the **#** **column** and renter the Origin, Concern, Recommendation, Action By, and a new Target Date.
10. For another new concern brought forward, you would enter "2" under **# column,** and enter the information as listed in steps 9-13.
11. At the bottom of the meeting minutes there is space for **"Other Business/Concerns Resolved Between Meetings."** This is space to add concerns that did not get recommendations from the committee or representative but were found and resolved between meetings that are notable.
12. Post 2-3 meeting minute reports simultaneously so workers and employers can track progress and effectiveness of the committee/representative
13. Your agenda will also serve as a record of discussion in the meetings. Be sure to keep a copy of the agenda and meeting minutes in a file together.

**[Farm Name] HEALTH & SAFETY REPRESENTATIVE MEETING MINUTES**

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

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

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Origin [W/E] | Concern | Recommendation | Action By | Target Date |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
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Other Business/Concerns Resolved Between Meetings:

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