

# New Training Requirements for Work Site HSCs/HS Representatives

AB OHS

SAFETY BULLETIN  
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## THE OHS ACT

Requirements for Health and Safety Committees (HSC) and Health and Safety (HS) Representatives were introduced in Alberta on June 1, 2018. The OHS Act states:

*“Part 3: Establishment of joint work site health and safety committee. 16(1) An employer shall establish a joint work site health and safety committee”:*

- If an employer employs 20 or more workers at a work site and the work is expected to last 90 days or more, employer must establish a work site HSC.
- If an employer employs five to 19 workers and work is expected to last 90 days or more, an employer shall designate a worker as an HS representative.
- With OHS Director approval, employers may use an alternate to meeting these requirements.

## WHAT IS A WORK SITE HSC?

- An HSC is a group of worker and employer representatives working together to identify safety hazards to workers arising out of the work site. They recommend measures to protect the health and safety of workers.
- Research shows HSCs increase worker participation in health and safety, improve injury prevention and promote a strong health and safety culture.

## NEW HSC TRAINING REQUIREMENTS

The purpose of training is to ensure participants are able to meet their prescribed roles as HSC co-chairs, members or HS representatives.

The required HSC co-chair and HS representative training includes two mandatory courses:

- HSC/HS representative prerequisite course (Part 1): a free two-hour course available at: <https://www.ccohs.ca/distributors/alberta>
- **NEW** – HSC/HS representative training course (Part 2): a six- to eight-hour course, provided by an approved training agency designated by Alberta Labour.

This mandatory training only needs to be completed once, and it counts towards the annual training allotment stated in the legislation (16 hours/two shifts).

Members of an HSC or an HS representative must be permitted to take time away from regular work duties to attend health and safety training programs after giving reasonable notice.

## WHAT WORKERS SHOULD KNOW

- The role of an HSC/HS representative is to provide workers with a voice for their concerns about health and safety in the workplace.
- Workers have the right to know about and participate in decision-making, for the health and safety at their work site.
- Workers on this committee must be selected by the workers they represent. A worker member is to co-chair the HSC meetings.

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## WHAT EMPLOYERS SHOULD KNOW

- Employers are responsible for establishing an HSC if they employ 20 or more workers and the work is expected to last 90 days or more or at any other work site designated by a Director.
- If a work site has multiple employers or self-employed people, the prime contractor is responsible for establishing an HSC.
- Committee shall consist of a minimum of four persons, including co-chairs, and at least half represent workers who are not associated with management at the work site.
- Employers are required to provide mandatory health and safety training to the co-chairs or HS representative.
- Employers shall ensure HSC committee members or HS representative are allowed to take time away from their regular duties to receive adequate training.
- Co-chairs will attend health and safety training programs, prepare for committee work, attend seminars or course of instruction, and will be deemed to be at work during this time.
- The employer is responsible for providing training records to Alberta Labour, upon request.
- Additional training or other OHS training to meet the work site needs may be requested by co-chairs, HSC members or HS representatives.

## PRESENT LIKE A PRO

- Understand the topic and how it applies to your team.
- Consider the audience and their experience with the topic (i.e. how familiar are they with the topic or the terms being used?).
- Involve the group. Ask them:
  - » What is an HSC?
  - » Do we have an HSC? Who are the members (or who is your HS Representative)?
  - » What additional training is now required for all HSCs and HS Representatives?

## ADDITIONAL RESOURCES

- To determine whether you need a joint work site HSC or HS representative in Alberta: <https://www.alberta.ca/work-site-health-safety-committees.aspx>
- Information about [developing an HSC](#)
- Not sure if you need a committee or a representative at multiple work sites? <https://ohs-pubstore.labour.alberta.ca/li044>
- Need safety meeting ideas and materials? Energy Safety Canada offers a variety of [Toolbox Talks](#) and [Safety Bulletins](#)
- For assistance with this or other safety resources contact [Safety@EnergySafetyCanada.com](mailto:Safety@EnergySafetyCanada.com)