

ELEMENT J: H&S REPRESENTATION

Health and Safety Representatives (HS Reps), play an important role in an organization’s health and safety program, giving workers a voice in matters relating to workplace health and safety issues and allowing meaningful participation in health and safety by employees serving as advisors to the employer.

HS Reps must work for the employer, they cannot be managers, supervisors, or contracted service providers. The HS Rep has the same duties and functions as the HSC, to the extent reasonably possible.

Employers of any size are required to protect the health and safety of all parties at their work sites. Regulated worksite parties who have control of work sites - such as prime contractors and employers - are responsible for implementing solutions.

HSC - A group of worker and employer representatives working together to address health and safety concerns.

HS Rep - An individual worker representative who works with the employer to address health and safety concerns.

HS REP VS. COMMITTEE

Province	Representative Requirements	Committee Requirements
Alberta	Workplaces (fixed/field locations) where between 5 - 19 employees are stationed.	Work sites (fixed/field locations) where 20 or more employees are stationed.
*Multi-employer worksites	If there are two or more employers at a work site, the employers may be required to work together to establish an HSC or designate an HS representative. Workers from any of the employers on site can be selected for these roles based on the requirements above.	
British Columbia	Workplaces with between 9 - 19 employees, includes any workplace where there are 9 or more employees employed at the workplace for longer than one month.	Work sites (fixed locations and field locations) where 20 or more employees are stationed for longer than one month.
Saskatchewan	High Hazard Workplaces with 5-9 employees	At every place of employment where 10 or more workers of one employer work. At a construction site at which 10 or more workers or self-employed persons work or are likely to work for more than 90 days

CONSIDERATIONS

OHS Regulations state unwaged workers (volunteers) are not included in the count of regularly employed workers, for the purposes of determining if an HSC or HS representative is required. However, volunteers are workers with the same rights and protections under OHS legislation. Although they don’t count as regularly employed, volunteers can still serve as an HSC member or an HS representative.

Employers must consult with unions representing their workers before putting a required HSC or HS representative in place.

For multi-employer work sites with no prime contractor, a site-based HSC or HS representative must be established if the worker number thresholds are met. For multi-employer work sites with a prime contractor, a site-based HSC or HS representative is not required. Instead, prime contractors will be required to coordinate health and safety issues between workers and employers. Prime contractors must also designate a person to ensure cooperation between employers and workers occurs.

AUDIT REQUIREMENTS & GUIDELINES

Requirement	Guidance
J1: A designated HS Rep per legislated requirements	A policy/procedure for the HS representative must include: <ul style="list-style-type: none"> • requirement to appoint a representative • reporting to management • term of office • training requirements
J2: Assigned duties identified for the HS Rep as per legislated requirements	Duties of the HS representative must be written and include the expectations of the relevant jurisdiction(s).
J3: Proof of HS Rep training regarding duties and responsibilities as per legislated requirements	Training records for the HS representative.
J4: Proof of HS Rep participation in health and safety activities	A representative sample of documentation that supports participation in health and safety activities is occurring (e.g., inspections, investigations, health and safety complaints from workers, etc.)
J5: A system in place for the HS Rep to address employee health and safety concerns/complaints and provide recommendations to the employer	A policy or procedure that identifies how concerns and complaints are received (e.g., by email, hazard identification card, in person etc.) and addressed.
J6: Proof health and safety concerns/complaints resolved in a timely manner, as per legislated requirements	Supporting documentation needs to include examples (e.g., emails, hazard ID/near miss cards, meeting minutes etc.) Documents need to be dated when received and when addressed. This question may be marked “n/a” if there were no concerns/ complaints in the previous 12 months
J7: HS Rep contact information is readily available to employees, as per legislated requirements	Supporting documentation can include a note that explains where the information is posted and how it is accessible to employees (e.g., posted on H&S board, available via intranet, employee handbook etc.)

NOTE: Questions in this element can be marked n/a if the employer is not required by legislation to have a HS representative.

ADDITIONAL RESOURCES

Alberta:

- [Online Legislation Search](#)
- Alberta OHS [eNews](#)
- Worksite H&S Representative [Bulletin](#)
- [Prime Contractor](#)

British Columbia:

- [Online Legislation Search](#)
- WorkSafeBC [eNews](#)
- [Worksite H&S Representative](#)

Saskatchewan:

- [Worksite H&S Committees](#)

Energy Safety Canada (ESC):

- [Resource Search](#)
- [Webinars on Demand](#)
- In-Person Mentoring & Workshops - Contact

Other Resource:

- Canadian Center for Occupational Health & Safety ([CCOHS](#))