

Health and Safety Representatives

Ontario's Occupational Health and Safety Act (the Act) is built on the principle that workers and employers must work together to identify and resolve health and safety problems in the workplace. To meet this goal, health and safety representatives are required by law in a large number of Ontario workplaces. This *Fastfacts* provides answers to commonly asked questions about health and safety representatives.

What is a health and safety representative?

A health and safety representative is a worker who, under section 8 of the Act, identifies health and safety problems at work and recommends ways to correct these problems.

When is a health and safety representative required?

As a general rule, a health and safety representative is required in any workplace where 6 to 19 workers are regularly employed, and where there is no joint health and safety committee.

If your company employs 20 or more workers, you're likely required to have a joint health and safety committee. See our *Fastfacts*, Joint Health and Safety Committees, for more information.

How must the representative be selected?

The representative must be chosen by the workers, or by the union, if the workplace is unionized.

What are the powers, functions and duties of a health and safety representative?

The main role of the representative is to help improve health and safety conditions in the workplace. To this end, the representative has certain powers and responsibilities:

Identify workplace hazards.

This is usually done by inspecting the workplace. The law states that the representative must inspect the workplace at least once a month. Talking to workers about their health and safety concerns is another good way to identify hazards.

Obtain information from the employer.

Under the Act, the representative has the power to obtain from the employer any information on:

- ▶ health and safety tests of workplace equipment, machines, devices, things, materials or biological, chemical or physical agents.
- ▶ any existing or potential hazards in the workplace.
- ▶ the health and safety experience, work practices and standards in other workplaces, if the employer has this information.

Be consulted about workplace testing.

If the employer intends to do any health and safety testing in or about the workplace, the representative has the right to be consulted before the testing takes place. He or she may also be present at the start of such testing.

Make recommendations to the employer.

The representative has the power to make recommendations to the employer on ways to improve workplace health and safety.

Investigate work refusals.

The health and safety representative has the right to be present at the investigation of a work refusal.

Investigate serious accidents.

If a worker is killed or critically injured on the job, the representative has the right to inspect the scene of the accident and any machine, equipment, substance, etc. that may be connected with the accident. The representative must report his or her findings in writing to a director of the Ministry of Labour.

Request information from the Workplace Safety and Insurance Board.

The representative has the power to obtain information from the WSIB about the company's compensation claims.

Accompany a Ministry of Labour Inspector during an inspection.

The representative has the right to accompany an inspector during a physical inspection of the workplace.

What are the employer's responsibilities?

Co-operate with the representative.

Employers must co-operate with representatives and give them the assistance and information they need to carry out their legal duties. The employer must not knowingly hinder or interfere with the representative or provide the health and safety representative with false information.

Provide information.

In addition to providing any information that the representative has the power to obtain, the employer must:

- ▶ provide the results of reports and copies of written reports about health and safety
- ▶ provide copies of all orders or reports issued to him or her by the Ministry of Labour
- ▶ report any work-related deaths, injuries or illnesses to the representative.

Respond to recommendations.

The employer must respond in writing to any written recommendations from the representative within 21 days. The response must include an implementation timetable or reasons for disagreement, if any.

Pay the representative.

The employer must also pay the representative the regular or premium rate (whichever applies) for the time spent inspecting the workplace, investigating accidents, and attending work refusals.

Need more Information?

For more information about health and safety representatives, call IAPA at 1 (800) 406-IAPA (4272). We provide training for health and safety representatives and offer a wide range of products and resources that can help representatives and their employers to fully understand and effectively carry out their duties.

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