



COUNTY OF NORTHERN LIGHTS

POLICY

HEALTH & SAFETY REPRESENTATIVE (HSR) ROLES AND RESPONSIBILITIES

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

PURPOSE

The purpose of this policy is to outline the roles, responsibilities, and expectations for Health and Safety Representatives (HSR) within the company. This policy ensures that HSRs effectively promote workplace health and safety, represent workers' interests, and collaborate with employers to create a safer working environment.

ROLES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY REPRESENTATIVE (HSR)

The HSR plays a key role in maintaining and promoting workplace health and safety by:

- **Identifying Hazards:** Assisting in the identification and assessment of potential workplace hazards that may pose a risk to workers' health and safety.
- **Advising and Assisting:** Providing advice and support to both workers and management on health and safety matters, including safe work practices and hazard control.
- **Promoting Awareness:** Encouraging awareness of health and safety issues among workers, fostering a proactive approach to workplace safety.
- **Participating in Investigations:** Involvement in workplace incident investigations, especially those involving injuries or near misses, to determine root causes and recommend corrective actions.
- **Inspections and Audits:** Conducting regular workplace inspections to ensure compliance with health and safety standards and recommending necessary improvements.
- **Collaborating with the Employer:** Working closely with management to ensure that health and safety issues are addressed promptly and effectively.

TERMS OF OFFICE

The HSR will serve for a term of no less than one year and may continue to hold office until a successor is selected or appointed. This ensures continuity in the role and allows for proper representation of workers' interests in health and safety matters.

POSTING OF HEALTH AND SAFETY REPRESENTATIVE INFORMATION

The employer is responsible for ensuring that the name and contact information of the current HSR is **conspicuously posted** at every worksite where the HSR represents workers. This posting must be in locations easily visible to all workers, such as bulletin boards, near entrances, or in common areas, to ensure accessibility for all staff.

RECOMMENDATIONS TO THE EMPLOYER

The HSR is empowered to make **formal recommendations** to the employer regarding improvements to workplace health and safety practices, the Safety Management System (SMS), hazard controls, and other safety-related matters. These recommendations are based on observations, hazard assessments, and feedback from workers.

EMPLOYER'S RESPONSE TO RECOMMENDATIONS

Upon receiving formal recommendations from the HSR, the employer is required to:

- Acknowledge receipt of the recommendations.
- **Respond in writing** within a reasonable timeframe (typically within 14 days), either accepting the recommendations or providing reasons for not implementing them.
- Provide clear explanations of any alternative measures proposed if the original recommendations are not feasible.

ESCALATION OF DELAYED RESPONSE



COUNTY OF NORTHERN LIGHTS

POLICY

HEALTH & SAFETY REPRESENTATIVE (HSR) ROLES AND RESPONSIBILITIES

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

If the employer fails to respond within the specified timeframe, or if the HSR believes the response is inadequate, the HSR may escalate the issue by:

- Notifying senior management.
- Requesting a review of the issue to ensure that health and safety concerns are addressed promptly.

If the issue is still unresolved after escalation, the matter may be referred to external authorities, such as the **Occupational Health and Safety (OHS) Contact Centre**.

DISPUTE RESOLUTION

In the event of a disagreement between the employer and the HSR regarding health and safety recommendations, a **dispute resolution process** will be initiated. The process involves:

- A **mediation** meeting between the HSR and management to resolve the issue.
- If the dispute cannot be resolved internally, any party (HSR or employer) may refer the issue to the **OHS Contact Centre** for further review by an OHS officer.
- The OHS officer will evaluate the issue and may issue a ruling to ensure compliance with health and safety regulations.

TRAINING REQUIREMENTS FOR HSRs

To ensure they are equipped to perform their duties effectively, all HSRs must:

- Receive **training** in health and safety legislation, hazard identification, incident investigation, and safe work practices.
- Be provided with **ongoing training opportunities** as required to stay current with industry standards and legislative changes.
- Be allowed reasonable time away from their regular duties to attend **health and safety training** programs, with the employer covering any associated costs.

EMPLOYER/HSR PARTNERSHIP

The employer is responsible for fostering a strong partnership with the HSR to ensure the effective management of workplace health and safety. This partnership includes:

- **Open Communication:** Ensuring that the HSR is included in health and safety discussions, meetings, and decision-making processes.
- **Resource Provision:** Providing the HSR with access to necessary resources, such as safety equipment, documentation, and time for training, to fulfill their responsibilities.
- **Collaborative Problem-Solving:** Working together to resolve health and safety issues, respond to worker concerns, and improve safety programs and procedures.

This partnership is fundamental to creating a safe and healthy work environment where workers' concerns are heard and addressed, and where safety practices are continually improved.



COUNTY OF NORTHERN LIGHTS
POLICY
HEALTH & SAFETY REPRESENTATIVE (HSR)
ROLES AND RESPONSIBILITIES

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

REVIEW AND COMPLIANCE

This policy will be reviewed annually to ensure it remains current with legislative changes and the evolving needs of the workplace. All parties, including the employer, HSR, and workers, must comply with this policy to maintain a safe and healthy work environment.

Chief Elected Official

Chief Administrative Officer