

# HSCs and HS Representatives Do you know what's required?

Legislated requirements have changed in Alberta. Ensure your company meets the standard.

## HSCs and Safety Representatives



HSCs and HS Representatives (HSRs) are key employees that **represent and support health and safety in the workplace.**

They ensure:

- 1 Supervisors and workers **discuss** health and safety **issues** in the workplace
- 2 **All** levels of the workplace **work together** to address health and safety issues

## Duties



- Inspecting the work site for hazards
- Helping employers respond to worker health and safety
- Helping resolve unsafe work refusals
- Helping develop health and safety policies and safe work procedures
- Helping with new employee health and safety orientation
- Developing and promoting education and training programs



## Joint Health and Safety Committees

## Safety Representatives



## Training



Committee members and representatives are allowed up to **16 hours** of training **per year.**



Under Alberta OHS Act all worksites that employ more than 4 workers are required to have one or more employees complete Alberta Labour approved HSC and HSR mandatory training.

If a JHSC member or a safety representative gives reasonable notice, employers should allow them to take time away from their regular duties to attend health and safety training programs, seminars, or courses.

Such training may include:

- Hazard identification, assessment, and control
- Workplace inspections
- Workplace/accident investigation
- Workplace violence and harassment
- Policy and program development
- Conflict resolution and mediation

## JHSC Meetings



Must meet within **10** days of establishing the JHSC. Must meet **quarterly** thereafter.

Meetings and duties **must** occur during **regular working hours.**

Special meetings can be called to deal with **urgent** worksite concerns.

Meeting minutes need to be **recorded, approved, and posted** within **7 days** of the meeting.

**Employers** or **Prime Contractors** must maintain copies of the meeting minutes for **2 years.**

**Employers** or **Prime Contractors** must maintain copies of **any** relevant documentation produced by the **JHSC.**