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# 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





(HSRs) are key employees that represent and support health and safety in the workplace. They ensure:

Supervisors and workers



discuss health and safety issues in the workplace All levels of the workplace



work together to address health and safety issues

### **Duties**

refusals

procedures



hazards Helping employers respond to

• Inspecting the work site for

- worker health and safety • Helping resolve unsafe work
- Helping develop health and

safety policies and safe work

- Helping with new employee health and safety orientation
- Developing and promoting education and training programs





#### When there are at least 20 workers. Minimum of 4 appointed or elected people. Two of whom

Joint Health

and Safety

Committees

When there are Multiple between 5 and 19 employers or selfworkers. employed

Safety

Representatives

aren't directly associated with management. Must have 2 cochairs. 1 chosen by workers, 1 chosen by management.

are worker

representatives that

at every worksite represented by them. When work is expected to last 90 days or more.

persons.

Committee and

representative contact May be a information must be posted union-certified bargaining agent, or be selected by the workers

represented.

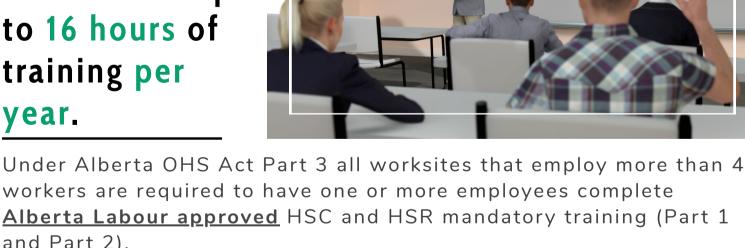
### representatives are allowed up

members and

Training

Committee

### to 16 hours of training per year. and Part 2). 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 • Incident/accident investigation

## JHSC Meetings



Meetings and duties Must meet within 10

 Workplace violence and harassment Policy and program development Conflict resolution and mediation

days of establishing the **must** occur during JHSC. Must meet regular working hours. quarterly thereafter.

**Employers** or **Prime Contractors** must maintain copies of any relevant documentation

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

produced by the JHSC.





Ensure your HSC or HSR is prepared and compliant through the AASP Module 3: Joint Worksite Health and Safety **Committee and Health and Safety** Representative Training Course.



