

Section: D	Policy Number: D-016	Approval Date: December 17, 2014.
Subject: Health and Safety	Total Pages: 2	Revision Date(s):

LOCATION HEALTH and SAFETY REPRESENTATIVES POLICY

Policy:

As per the Occupational Health & Safety Act, and based on the current compliment of Staff at the various work locations of Community Living-Central Huron, the Agency must establish and maintain a Worker Health and Safety Representative at each location. Community Living-Central Huron has determined it will also utilize a Committee forum for the Location Health and Safety Representatives (LHSR). The LHSR Committee will meet at least quarterly and will act together to identify, assess, review progress and make recommendations to improve and control health and safety in the workplace.

Purpose:

The LHSR and the Committee play an important role with health and safety in the workplace in bringing forward concerns, stimulating awareness, promoting an atmosphere of co-operation and working with all levels of management to improve health and safety.

Responsibilities:

Community Living-Central Huron promotes the philosophy of an internal responsibility system (IRS) for health and safety. This is based on the principle that every individual in the workplace is responsible for health and safety, this is inclusive of the Board of Directors, Management Staff, Support Staff and individuals being supported.

Employer:

- Ensure that a Location Health and Safety Representative (LHSR) is appointed and maintained at each work location.
- Ensure the name and work location of the LHSR is posted at each location.
- Provide information and training to the LHSR, as well as allow the necessary time for the LHSR to complete their duties.
- Participate on the Committee of Location Health and Safety Representatives.
- Provide related information to the LHSR, including information on hazards identified and incidents reported to the Employer.
- Responsible for responding to written recommendations within 21 days. Written recommendations to include: a timetable for implementation, if the Employer agrees with the recommendation; reasons for disagreement, if the recommendation is not acceptable; alternative resolution(s) with timetable for implementation if the recommendation is not acceptable.

Location Health and Safety Representatives (LHSR):

- Participate in training in order to carry out the required duties.
- Participate on the Committee of Location Health and Safety Representatives.
- Conduct monthly workplace inspections by the 15th of each month, documenting all sub-standard acts and working conditions.
- Review information on incidents occurring and provide written recommendations to their Supervisor as needed. Written recommendations to include: nature of concern with information and justification; recommended remedial action, listing suggested solutions and methods of implementation; date and signature.
- Refer co-workers to the Occupational Health and Safety Act, the Agency's Occupational Health & Safety Policy and Procedures and safe work practices.
- Encourage co-workers to work safely and to report hazardous or unsafe conditions immediately to their Supervisors.
- Participate in an investigation when a person is killed or critically injured at the workplace.
- Be present at the beginning of health and safety related testing in the workplace.
- Be present for, or assist in, work-refusal investigations.
- Be available to accompany a Ministry of Labour Officer on his/her inspection of the workplace.

Selection and Composition:

LHSR's will be elected by the workers. Should a vacancy occur, the LHSR will notify the relevant Supervisor and Union immediately. The Union, with approval from the Executive Director, will post vacancies immediately in the relevant work location. Should the Union be unable to fill a vacancy for a LHSR, the Employer will fill the vacancy.

Terms:

It is recommended that the LHSR fill the position for a minimum period of two years, with terms being staggered.

Agenda/Minutes:

The Employer Representative of the Committee of LHSR's will be responsible for the Agenda and recording of minutes. Agenda items must be submitted to the Employer Representative at least seven (7) days prior to the scheduled Meeting. Minutes will be dated and posted in each location, or placed in the binders until the next meeting.

Meetings:

The Committee of the LHSR's will meet at least quarterly, or as required, not including training.