**WORKER HEALTH & SAFETY REPRESENTATIVE**

**JOB DESCRIPTION**

1. **Purpose of the Worker Health and Safety Representative:**

The purpose of the Worker Health and Safety Representative is to work cooperatively with [Organization] in identifying and resolving health and safety issues in support of a planned occupational health and safety program, and to provide workers a voice in matters relating to workplace health and safety issues.

1. **Duties and Functions of the Worker Health and Safety Representative:**

The duties and functions of the Worker Health and Safety Representative are those identified in Section 36 of the *Workers Compensation Act* (WCA):

1. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
2. Consider and promptly deal with complaints relating to the health and safety of workers;
3. Consult with workers and the Employer on issues related to occupational health and safety, and the occupational environment;
4. Make recommendations to the Employer and the workers for the improvement of the occupational health and safety, and the occupational environment of workers;
5. Make recommendations to the Employer on educational programs promoting the health and safety of workers and compliance with the Occupational Health and Safety (OHS) provisions of the WCA and the regulations, and to monitor their effectiveness;
6. Advise the Employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
7. Advise the Employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health and/or safety of workers;
8. Ensure that accident investigations and regular inspections are carried out as required; and
9. Participate in inspections, investigations and inquiries as provided in Part 2 of the WCA and the regulations, including Employer incident investigations and investigations into refusal of unsafe work.
10. **Records & Reports:**

The Worker Health and Safety Representative shall keep accurate records of all matters that come before them; and

The Employer will be responsible for ensuring that relevant reports and documents are readily accessible to Worker Health and Safety Representatives, workers of the Employer, and officers and other persons authorized by WorkSafeBC.

1. **Terms of Office:**
2. A Worker Health and Safety Representative will have a term of office for [two (2) years];
3. If a Worker Health and Safety Representative is unable to complete the term of office, another Worker Health and Safety Representative will be elected; and
4. An alternate may also be chosen to attend meetings in their place if the Worker Health and Safety Representative is unavailable to attend.