





COMMUNITY SERVICES STAFF SAFETY

Contact us! ray@aasp.ca

Know what's required of your HSCs or Representatives!



HSCs and Safety Representatives

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





HSCs and HS 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

- 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

> When there are at least 20 workers.

Minimum of 4 appointed or elected people. Two of whom are worker representatives that aren't directly associated with management.

Multiple employers or selfemployed persons.

Committee and representative contact information must be posted at every worksite represented by them. When work is expected to last

90 days or

more.

Safety Representatives

When there are between 5 and 19 workers.

Must have 2 cochairs. 1 chosen by workers, 1 chosen by management.

May be a union-certified bargaining agent, or be selected by the workers represented.

Training



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



Under Alberta OHS Act Part 3 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 (Part 1 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
- 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	Employers or Prime	Employers or Prime
to be recorded ,	Contractors must	Contractors must
approved , and posted	maintain copies of the	maintain copies of any
within 7 days of the	meeting minutes for 2	relevant documentation
meeting.	years.	produced by the JHSC.



Alberta Association for Safety Partnerships

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