

COMMUNITY SERVICES STAFF SAFETY

Contact us!
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Ensure your Health and Safety Committee is effective!

Effective HSCs and HS Representatives have a few defining characteristics. Follow these best practices to support your workplace better!

Effective HSCs and HSRs...



Promote safety

HSCs and HS Representatives are responsible for **developing** and **promoting** health and safety education and information programs.

Model positive OHS attitudes

- Listen to coworker **concerns**
- Obey **safety rules** and follow safe work practices
- Act when you observe something **unsafe**, don't leave it
- Continue to work on unresolved **concerns**
- **Involve yourself only in health and safety concerns**, and not in other matters
- Maintain your authority
- Don't interfere with equipment controls
- **Ask for help** when you don't understand a situation



Cooperate with OHS Officers

HSCs and HS Representatives are **required by law to cooperate with OHS officers**. OHS officers may ask to be accompanied by an HSC worker co-chair (or their designate) or an HS representative **on an inspection**. Employers must ensure these representatives have the **time they need to attend that inspection**.



Manage meetings

- Meet at a **set frequency**
- Set **meeting times** that are **convenient** for everyone
- Create **agendas** to **organize the discussion** and ensure members come prepared
- Try to have **full attendance at each meeting**
- **Postpone** meetings only for **emergencies**
- Meet at **interruption-free** locations
- **Stay on schedule and on topic**



Maintain records

HSCs and HS Representatives must **maintain confidentiality**. Don't disclose a worker's personal information unless the disclosure is required by law. They also must ensure that **all OHS documentation is retained for the required time period**, and that all documentation is retained for **at least two years**.



Evaluate their own effectiveness

- Do workers **know who their representative is** or who their committee members are?
- Do workers know the HSC or HSR **duties and authority**?
- Is the committee or representative **seen by the workforce** and the **employer** as being **useful** in providing **safety leadership**?
- Are members or representatives seen as **enforcers or advisors**?
- **Do workers make suggestions** to the committee members or representative?
- **How many recommendations** have been **implemented**?



Create a foundation of safety in your workplace!