



OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE

[Organization Name] is committed to ensuring the health and safety of all of its employees. To that end, [Organization Name] will abide by all applicable laws, as defined in the *Saskatchewan Employment Act* and the *Occupational Health and Safety Regulations, 2020*. Additionally, [Organization Name] acknowledges that as an employer, it bears primary responsibility for health and safety on its premises.

POLICY

Due to the fact that [Organization Name] has fewer than 10 employees, non-management employees will elect an occupational health and safety representative (OHS Representative) to perform health and safety functions. This representative may not hold a leadership or management role within the organization.

OHS Representative Duties

The OHS representative's responsibilities include the following:

- Establishing a line of communication between [Organization Name] and employees;
- Conducting routine inspections and speaking with employees about their concerns about health and safety;
- Participating in investigation of reportable incidents (both accidents and dangerous occurrences);
- Assisting [Organization Name] in developing safety policies, procedures, and programs;
- Regular meetings with [Organization Name] to discuss concerns.

Meetings

[Organization Name] will maintain written records of meetings with the representative and make them readily accessible to both employees and occupational health officers.

Representative Training

The representative is required to attend health and safety training and seminars which may be found at WorkSafe Saskatchewan. Training time will be treated as compensated work time.

Compensation for Time

Any time spent by the representative on health and safety duties is considered work time, and the representative will be compensated for the time in accordance with normal working hours. Additionally, the representative will be compensated for any preparation time required to fulfill health and safety responsibilities.