

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

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		Approved By: Harvey Bostrom
Subject:	Workplace Safety & Health Representatives (Employee & Management)	Effective: April 01, 2005
		Revised: April 1, 2011

The Manitoba Workplace Safety and Health Act and Regulations 7.4(5) states "a workplace safety and health program must include a procedure for worker participation in workplace safety and health activities."

An effective safety and health program requires employee and employer commitment and participation. It is the policy of the Department of Aboriginal and Northern Affairs that all communities with a council must have a workplace safety and health (WSH) representative who is an employee and a representative from management. In contact status communities, the contact person is considered the WSH representative.

Management, for this purpose, will be considered the community council or a person supervising employees. Employees, for this purpose are community council employees.

Employee Representative

Council should designate one worker not associated with management as the WSH employee representative. Where an employee representative has not been appointed or selected the primary public works employee will be considered the representative unless otherwise indicated by council. The representative is the liaison between other employees and council to identify and solve problems related to workplace safety and health.

Manitoba Regulation 217/2006, Workplace Safety and Health Regulation requires that the WSH employee representatives attend and report at council meetings at regular intervals not exceeding 3 months to discuss safety and health matters. The Regulation also requires that a WSH employee representative may call a special meeting with council to deal with matters of urgent concern and that council must meet with the WSH employee representative if a meeting is called.

Management Representatives

Council shall appoint a management representative to work with the employee representative. It is suggested that the councilor with the public works portfolio perform this function. Representatives should keep council informed about workplace safety and health issues.

Employees should be advised to approach the representative to report hazards, suggest improvements or raise concerns. Employees should be encouraged to suggest ways to make their workplace safer and healthier.

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Resolving Concerns

Community councils are required to resolve problems or address concerns raised by the WSH representative within 30 days. If the concerns cannot be resolved, the council must give a written reason for not addressing the concern.

The employee and management representative names should be posted on a WSH bulletin board.

Training Requirements

Employees shall be paid at their regular wages for two days educational leave annually, for safety and health training seminars.

Training requirements for employee and management representatives is as follows:

- Level 1 - Workplace Safety & Health
- Hazard Recognition and Control
- Investigating Workplace Incidents

See the section entitled Workplace Safety and Health Training Requirements in the manual for further details on training.

Construction Projects - Prime Contractors

The Workplace Safety and Health Act (section 7) describes situations where council may be considered the prime contractor.

Prime contractors must establish a safety and health committee at a construction site if a total of 20 or more workers are involved and the project is expected to run more than 90 days.

The names of the committee members shall be posted.

Community Responsibilities

Council must ensure that:

- a WSH employee representative is appointed or selected where required;
- a WSH management representative is selected;
- representatives are familiar with their legal duties and responsibilities;
- names of the WSH representatives are posted;

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- training requirements are addressed for representatives;
- concerns are resolved within the specified time frames; and
- a bulletin board is provided.

Note additional information can be found on the Department of Labour and Immigration website [Workplace Safety and Health Representative Checklist](#).

Refer to *The Manitoba Workplace Safety and Health Act and Regulations*, part 3, WSH Committees and Representatives.