
HEALTH AND SAFETY REPRESENTATIVE POLICY.

As the Alberta OH&S Legislation and Regulations change, CDN Power Pac strives to meet and exceed the new legislation and regulations. As of June 1, 2018 the Alberta OH&S have made it mandatory for companies to have a Health and Safety Committee (HSC) or Health and Safety Representative (HSR); due to CDN Power Pac being a subcontractor on most projects, CDN Power Pac has created a Health and Safety Representative Program to hold the new OH&S legislation, and also to help our employees health and safety by opening a new line of communication between workers, supervisors and management. This new line of communication allows CPP employees to participate in their three basic rights as a worker; the right to know, the right to participate and the right to refuse dangerous work.

Requirements to Form Worksite Health & Safety Committees and Representative

As stated by OH&S in Chapter 5 Section 16(1)a *“An employer shall establish a joint worksite health and safety committee (a) if the employer employs 20 or more workers and work is expected to last 90 days or more”.*

As stated by OH&S in Chapter 5 Section 17(1) *“Unless a director approves an alternative measure to ensure the health and safety of workers, an employer shall designate a worker appointed or selected under subsection (2) as a health and safety representative (a) if the employer employs 5 to 19 workers and work is expected to last 90 days or more.*

If a worksite employs 1 to 4 workers and work is expected to last less or more than 90 days a health and safety representative is not required.

Due to the facts above and the number of workers at the main office CPP requires a Health and Safety Representative. CPP will also provide Health and Safety Representatives on jobsites run by the Prime (General) Contractor where the sites meet the requirements above.

Requirements to Appoint a Health & Safety Representative

The requirements of appointing a health and safety representative as stated by the OH&S Legislation Chapter 5 Section 17 (2) *“a health and safety representative shall be appointed with the constitution of the union that is the certified agent or has acquired bargaining rights on behalf of those workers or, if no such union exists, be selected by the workers the representative represents.”*

CDN Power Pac has decided to request a HSR from their field staff based on a volunteer system. If two or more employees volunteer to be a HSR for the company, it will be honored by a first come system. Employees that have not been selected to be a HSR and still wish to do so will be placed on a substitution list and trained in the HSR requirements in the event that the main HSR cannot attend an appointed Health and Safety Committee meeting at any site.

The Duties of the Health and Safety Representative

As a Health & Safety Representative with CDN Power Pac there are a number of duties that the HSR will be responsible for. These duties of the HSR are to help in keeping and upholding the highest standard for health and safety of CPP employees. Listed below are the duties that the CPP, HSR are responsible for.

- Receive and address concerns and complaints about the health and safety of workers
- Participate in the identification of hazards to workers or other persons arising out of, or in connection with, activities at the work site by doing monthly inspections
- Keep records of monthly safety meetings
- Develop and promote measures to protect the health and safety of persons at the worksite and checking the effectiveness of the measures
- Cooperate with OH&S officers exercising their duties
- Develop and promote programs for education and information concerning health and safety
- Make recommendations to the employer, prime contractor or owner respecting the health and safety of workers
- Participate in investigations of serious injuries and incidents at the worksite
- Maintain records in connection with concerns and complaints
- Communicate with employees through quarterly safety meetings
- Keep records of minutes of the safety meeting
- Attend to other matters relating to the duties of the HSR
- Other duties as may be specified in the OH&S Act, regulation and Code

Health and Safety Representative Reporting Procedure

Communication between employee and employer is one of the most important tools in upholding a successful health and safety program, because of this CPP management understands the importance of the HSR and the vital role that he or she has in keeping the communication open between employee and employer. However just like all other health and safety policies, laid out procedures are key in communicating to each side how the reporting system will work to make sure that there is no confusion to the system.

Below is the CDN Power Pac reporting procedure for the HSR.

Documentation that needs to be reported designations ;

- Monthly Inspection (worker/management)
- Completed Corrective Actions (worker/management)
- Employee health & safety concerns (management)
- Safety Meeting Minutes (worker/management)
- Management feedback on health and safety issues (worker)
- Incident Investigations (worker/management)

Documentation time frame of being recorded and reported ;

- Monthly inspections will be posted in CPP common areas on site and copies sent into CPP H&S Department within 5 business days of completion.
- Completed Corrective Action Statements will be posted in CPP common areas on site and copies sent into CPP H&S Department within 5 business days.
- Any and all safety concerns or complaints from employees will be documented and dated, then presented to the CPP H&S Manager within 5 business days by e-mail.
- The HSR will hold safety meetings quarterly. Minutes of the meeting will be e-mailed to CPP's Health and Safety Manger withing 5 business days who in turn will distribute either by hard copy or email to site supervision to discuss with their crews.
- Management feedback on any and all health and safety issues will be discussed at quarterly health and safety meetings and recorded in minutes to be distributed among all CPP employees.
- Incident Investigation copies will be posted in CPP common areas on site, discussed and recorded in quarterly health and safety meetings.

Health and Safety Representative Term of Office

Once the HSR has accepted their role, it is their responsibility to hold office for one calendar year and complete all duties and tasks laid out in this policy. At the start of each year the HSR may continue with their position or be released and the vacant spot will be filled with the next volunteer. It is the responsibility of the past HSR to ensure all documents within their tenure has been turned over to CPP's Health and Safety Department. It is also the past HSR's responsibility to inform their replacement of any ongoing issues with Health & Safety that may not have been closed prior to the HSR change over.

If any HSR cannot continue with their term for any reason be it personal or professional a reason must be provided to management ASAP. They do not need to provide a reason to workers. If possible the HSR must give 1 month notice before removal. If 1 month notice cannot be given then the HSR must meet with CPP senior management as soon as possible.

A new HSR will be promoted from volunteer lists submitted to CPP H&S Department. If no volunteers come forward, workers may be asked by CPP site supervisors who in turn can communicate available workers to hold office to CPP Health and Safety. Workers cannot be persuaded or forced by any means to hold HSR office.

Training Requirements for the Health & Safety Representative

Amendment 12/19/2019 ;

The Government of Alberta (GoA) recently announced changes to requirements for health & safety committees and representatives (HSCs and HSRs). Key changes include eliminating HSC/HSR Part 1 prerequisite training and revising HSC/HSR requirements from site-based to employer-based.

New requirements for HSR training will be available by Jan 31 2020 and will be added to CPP's HSR Policy. HSR's who have received and completed their HSC/HSR part 2 training will be "grandfathered" into the new 2020 certification.



Harold Kinsey

December 2, 2019

CDN Power Pac Health & Safety Representative Sign Off Sheet

It is every Health and Safety Representative (HSR) with CDN Power Pac responsibility to read and understand the Health and Safety Representative Policy laid out by CPP. By signing this the HSR is saying that he or she has read and fully understands the policy as well as their responsibilities and duties. If there is any uncertainty of the policy, responsibilities and duties of the HSR, he or she is to contact CPP Health & Safety Department before signing this document.

Health & Safety Presentative (Print)

Health & Safety Representative (Sign)

Date

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