

## **BCGEU Occupational Health and Safety Representative Job Description**

BCGEU bylaws state that the local chairperson or designate will appoint OH&S representatives as required by the *Workers Compensation Act* and your collective agreement. If your worksite has between 9 -19 workers, a worker health and safety representative is required. If your worksite has 20 or more workers, a committee is required.

### **Your Role:**

- To represent members on the joint OH&S committee or as a worker health and safety representative at the worksite
- To advocate on behalf of your members in health and safety matters
- To keep members informed on workplace health and safety matters
- To communicate significant health and safety problems to the steward and the union staff person

### **Job Description:**

- Attend monthly meetings – be prepared to participate as an equal with the other members of the committee
- Jointly develop your committee's terms of reference (committee rules of procedure)
- Identify situations that may be unsafe or unhealthy and advise the employer on how to address them
- Address member concerns/complaints related to health and safety
- Consult with workers and the employer on improvements to health and safety and make recommendations towards improvement
- Make recommendations to the employer on education, training, policies, procedures – monitor for effectiveness
- Advise the employer about changes in the workplace that may affect health and safety
- Ensure that inspections and incident investigations are carried out and conducted jointly by worker and employer representatives

### **Helpful Hints:**

- Take your annual 8-hour health and safety training! This is employer paid training and we encourage you to take the BCGEU courses. If you are unable to take the training, be sure to transfer your hours to another committee member.
- Remind co-workers of their health and safety rights
- Encourage your co-workers to report concerns to the committee and let them know how the committee plans to follow-up
- Call WCB if necessary
- Call your steward or staff representative with concerns
- Send WCB inspection reports and orders to the BCGEU OH&S department