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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **WHS Representative or Designative Responsibilities** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 DEFINITIONS

**Worker Health and Safety (WHS) Representative**: Required at worksites with fewer than 20 employees. The employer must ensure that a worker not connected with management is selected as the WHS representative. The WHS representative must be either elected by their peers or appointed by the labour union. The individual’s name must be posted in a prominent location at the worksite.

**Worker Health and Safety (WHS) Designate**: When a WHS representative is impractical (e.g. companies with high turnover or all part-time staff) and the workplace has less than six employees, an employer may appoint a WHS designate. The WHS designate can be a worker connected with management. If that is not possible, the employer can be the WHS designate.

# 2.0 RESPONSIBILITIES

* Monitor the health, safety and welfare of workers employed at the workplace.
* Connect the employer and the workers when it comes to addressing health and safety concerns at the workplace.
* Consult with the employer while performing their duties or, if the representative is also the employer, consults with workers while performing their duties.
* Seek to identify aspects of the workplace that may be unhealthy or unsafe.
* Participate in workplace inspections.
* Receive complaints and concerns from workers regarding health and safety in the workplace. They must also maintain records of the complaints received.
* Establish and promote health and safety educational programs for workers.
* Co-operate with an OHS Officer exercising their duty under the OHS Act.
* May make recommendations to principal contractors, employers, workers and OHS Officers to protect the health safety and welfare of workers at the workplace.
* Must be trained in accordance with legislation.