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| Location: |  |
| Representative: |  |
| School Year: |  |

**SAFETY REPRESENTATIVE TERMS OF REFERENCE**

A Health and Safety Representative will be selected for every work site with more than four (4) and less than twenty (20) workers.

1. PURPOSE
   1. The purpose of the Health and Safety Representative is to:
      1. Promote physical, psychological, and social health and safety in the workplace.
      2. Provides an opportunity that allows greater worker participation in identifying and responding to health and safety concerns in the work place.
      3. Identify potential hazards in the workplace.
      4. Identify potential solutions to hazards in the workplace.
      5. To participate in investigations of incidents, their causes, and make recommendations to eliminate the risk of further similar incidents.
      6. To communicate with management about hazards, solutions and incidents in the work place.
2. TERM
   1. Health and Safety Representatives serve for no less than one year. Terms will begin on September 1 of each school year. Health and Safety Representatives for the next school year will be selected before June 30. Current representatives will retain their position on the committee during the summer break.
3. Appointment
   1. Representatives will be selected by staff at the site.
4. ROLES AND RESPONSIBILITIES
   1. To receive, evaluate, and make recommendations for change in practice when concerns regarding the health and safety of the work place are identified.
   2. To participate in the identification of safety hazards in the workplace.
   3. To develop and promote measures to protect health and safety in the workplace, and to monitor the efficacy of such measures.
   4. To cooperate with an Occupational Health and Safety Officer
   5. To develop and promote health and safety educational programs
   6. To make recommendations to the division regarding the health and safety of workers
   7. To ensure work sites are inspected at regular intervals
   8. To participate in the investigation of serious injuries and incidents
   9. To maintain records regarding the receipt and disposition of concerns
5. REPORTING
   1. The Health and Safety Representative will inspect the site at least four times per year. Concerns and recommendations will be communicated to the Principal and the Associate Superintendent of Finance and Operations in the first ten days of each of the following months:
      1. September, December, March, June