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## Basic Guide to Health and Safety Representatives

### Basic Guide to Health and Safety Representatives

Employers who employ 20 or more workers must appoint representatives to monitor health and safety conditions.

#### When to Appoint Representatives

Employers who employ 20 or more workers must appoint health and safety representatives.

*Based on Legislation in Section 17, of the Occupational Health and Safety Act*

#### How Many to Appoint

Shops and offices must have at least 1 representative for every 100 workers or part thereof.

All other workplaces must have at least 1 representative for every 50 workers or part thereof.

However, an inspector may order an employer to appoint more.

*Based on Legislation in Section 17, of the Occupational Health and Safety Act*

#### Who to Appoint

Representatives must be full-time workers who are familiar with the workplace.

*Based on Legislation in Section 17, of the Occupational Health and Safety Act*

#### Training

Representatives must be trained during working hours.

*Based on Legislation in Section 17, of the Occupational Health and Safety Act*

#### Duties

Representatives -

- monitor, investigate and report on health and safety matters;
- accompany inspectors during inspections; and
- attend health and safety committee meetings.

*Based on Legislation in Section 18, of the Occupational Health and Safety Act*

#### Related Links

- [Basic Guide to Health and Safety Committees](#)

Health and Safety committees must be formed to perform certain duties and functions.