



# Health and safety appointments in your local

## A GUIDE TO APPOINTING:

An HEU worker representative to a Joint Occupational Health and Safety Committee

An HEU worker health and safety representative in your workplace.



# WHAT TYPE OF HEALTH AND SAFETY REPRESENTATIVE DOES MY WORKSITE NEED?

## Worksites with 20 or more employees

The law requires a JOHS Committee for each employer with 20 or more employees at a worksite.

In some cases, in consultation with the union, WorkSafeBC may allow variations to this requirement.

For example, there could be more than one JOHS Committee at a worksite, or one committee could have representatives from multiple employers.

The law requires that the union selects and appoints its worker representatives and their alternates to the JOHS Committee.

In HEU, the local executive is responsible for these appointments.

**How to appoint a worker representative to a JOHS Committee** *(see page 4)*



# WHAT TYPE OF HEALTH AND SAFETY REPRESENTATIVE DOES MY WORKSITE NEED?

(continued)

## Worksites with 9 to 19 employees

In worksites with between 9 and 19 employees, a JOHS Committee is not required, but **a worker health and safety representative must be appointed.**

The law requires that the union selects and appoints its worker health and safety representatives.

**In HEU, the local executive is responsible for these appointments.**

How to appoint a worker health and safety representative. *(see page 9)*



# HOW TO APPOINT AN HEU WORKER REPRESENTATIVE TO A JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

## What is a JOHS Committee?

Joint Occupational Health and Safety Committees (JOHS Committees) are one of the most important ways the union can ensure that employers are meeting their health and safety responsibilities.

The union's right to participate in health and safety through JOHS Committees is written into the Workers' Compensation Act (the health and safety law in BC), and into HEU collective agreements.

### **JOHS COMMITTEE MEMBERS, BOTH REGULAR AND ALTERNATE:**

- Attend committee meetings
- Participate in incident investigations and site inspections
- Advocate for workers
- Connect with workers and employers to raise awareness of health and safety.
- **Regular** JOHS Committee reps attend monthly meetings.
- **Alternate** JOHS Committee reps attend meetings when the regular rep is unable to.

Worker representatives on JOHS Committees are entitled to eight hours of employer-paid training and instruction per year.



# How do you know you need to appoint an HEU worker rep to a JOHS Committee?

A local executive could be notified that an HEU worker rep is needed for a JOHS Committee by one of the following persons:

- A current member if they are stepping down or need an alternate
- A JOHS Committee co-chair (worker or employer)
- The employer (HR or an OHS department)
- An HEU servicing rep or an HEU OHS rep





# Samples and templates for JOHS Committee appointments



The letters and forms mentioned in this guide can be found on the HEU website. Go to the [Local Executive Documents](http://www.heu.org/local-executive-documents) page ([www.heu.org/local-executive-documents](http://www.heu.org/local-executive-documents)) and scroll down to Health and Safety Appointments - JOHS Committees.

These letters and forms are provided as fillable PDFs or Word documents, and can be customized for the needs of your local.

- **“JOHS Committee Member EOI Poster”** to invite expressions of interest. Please pre-fill this PDF form with the name of your local, type of positions being filled, the local’s email contact, and the deadline to apply before distributing.
- **“JOHS Committee Member Application”** for interested members to apply. Please pre-fill this PDF form with the name of your local, type of positions being filled, the local’s email contact, and the deadline to apply before distributing.
- **“JOHS Committee Member Employer Letter”** to notify employers of new appointments (Word document)
- **“JOHS Committee Member Welcome Letter”** to send to new JOHS Committee members (Word document)
- **“JOHS Committee Member Thank You Letter”** for outgoing JOHS Committee members (Word document)



# What's the process to appoint an HEU worker rep to a JOHS Committee?

1. **Post a Request for Expression of Interest (EOI)** for HEU members about the JOHS Committee position(s) you need to fill.

Post only one request for each committee. If you need multiple members, list all positions in one request.

- **Publicize the opportunity** by sharing at a local meeting, posting on an HEU bulletin board or in the relevant unit/department, or send by email.
- You may use the “**JOHS Committee Member EOI Poster**” and “**JOHS Committee Member Application Form**” (found on the website). These files are PDFs that can be filled out on a computer or phone, or can be printed and filled out by hand.

You will also find content guidelines to write your own request on page 8 in this guide.

2. **Collect the EOI applications and make selection(s) using the local appointment process.**

The local may make the decision as an executive by phone, email or a local executive meeting.

3. **Notify the successful applicant(s)** of their appointment.

4. **Send an employer notification letter.** You may download the “**JOHS Committee Member Employer Letter**” (found on the website).

**CC the following:**

- the HEU servicing rep
- the new worker representative

5. **Thank members who are leaving the committee.**

- You may use the “**JOHS Committee Member Thank You Letter**” found on the website.

6. **Update the contact list** for the union board

7. **Complete and submit** to the provincial HEU office:

- Local Officer Form



**Download as PDF** from the HEU website under Secretary-Treasurer Documents (*www.heu.org/local-executive-documents*)

# What to include in a request for Expression of Interest

## 1. Describe the role and duties

- What is a JOHS Committee?
- What are the duties and responsibilities of committee members?
- Explain that it's an opportunity to help improve health and safety for members at the worksite.

## 2. Include information about the role, such as:

- Local is seeking interested applicants for an HEU worker representative (regular or alternate) on the JOHS Committee.
- Explain the difference between regular and alternate reps if you are listing both.
- You may need to specify which employer, and the location or unit/department/program.

## 3. Require the member to send the following information:

- date of application
- full name
- contact information (email and phone)
- job title
- job status
- regular scheduled hours of work
- worksite, department
- employer
- You may also wish to ask interested applicants further questions, such as: "Why are you interested in being a worker representative on a JOHS Committee?"

## Also provide applicants with the following details:

- How members should submit their replies to the local executive (email, lettermail, by hand, etc)
- The application deadline
- How you will notify successful applicants



# HOW TO APPOINT A WORKER HEALTH AND SAFETY REPRESENTATIVE

## For workplaces with 9 to 19 employees

### What is a worker health and safety representative?

Worker health and safety representatives are one of the most important ways the union can ensure that employers are meeting their health and safety responsibilities.

The union's right to participate in health and safety through worker health and safety representatives is written into the Workers' Compensation Act (the health and safety law in BC) and into HEU collective agreements.

### WHAT DO WORKER HEALTH AND SAFETY REPRESENTATIVES DO?

A worker health and safety representative has the same duties and functions as a JOHS Committee, to the extent possible, including:

- Meet informally with employer on a regular basis
- Participate in incident investigations and site inspections
- Advocate for workers
- Connect with workers and employers to raise awareness of health and safety

Worker health and safety representatives are entitled to eight hours of employer-paid training and instruction per year.

## Samples and templates for Worker Health and Safety appointments



The letters and forms mentioned in this guide can be found on the HEU website. Go to the [Local Executive Documents](http://www.heu.org/local-executive-documents) page ([www.heu.org/local-executive-documents](http://www.heu.org/local-executive-documents)) and scroll down to Health and Safety Appointments - Worker Health and Safety reps.

These letters and forms are provided as fillable PDFs or Word documents, and can be customized for the needs of your local.

- **“Worker Health and Safety Rep EOI Poster”** to invite expressions of interest. Please pre-fill this PDF form with the name of your local, type of positions being filled, the local’s email contact, and the deadline to apply before distributing.
- **“Worker Health and Safety Rep Application”** for interested members to apply. Please pre-fill this PDF form with the name of your local, type of positions being filled, the local’s email contact, and the deadline to apply before distributing.
- **“Worker Health and Safety Rep Employer Letter”** to notify employers of new appointments (Word document)
- **“Worker Health and Safety Rep Welcome Letter”** to send to new representatives (Word document)
- **“Worker Health and Safety Rep Thank You Letter”** for outgoing representatives (Word document)





## How do you know you need to appoint a worker health and safety rep?

A local executive could be notified that a worker health and safety rep is needed by one of the following persons:

- A current worker health and safety rep if they are stepping down
- The employer (HR or an OHS department)
- An HEU servicing rep or an HEU OHS rep





# What's the process to appoint a worker health and safety rep?

**1. Post a Request for Expression of Interest (EOI) for HEU members about the position(s) you need to fill.**

- **Publicize the opportunity** by sharing at a local meeting, posting on an HEU bulletin board or in the relevant unit/department, or send by email.
- You may use the “**Worker Health and Safety Rep EOI Poster**” and “**Worker Health and Safety Rep Application Form**” (found on the website).

These files are PDFs that can be filled out on a computer or phone, or can be printed and filled out by hand.

You will also find content guidelines to write your own request on page 13 in this guide.

**2. Collect the EOI applications and make selection(s) using the local appointment process.**

The local may make the decision as an executive by phone, email or a local executive meeting.

**3. Notify the successful applicant(s) of their appointment.**

**4. Send an employer notification letter.** You may download the “Worker Health and Safety Rep Employer Letter” (found on the website).

**CC the following:**

- the HEU servicing rep
- the new worker health and safety representative

**5. Thank members who are leaving the position.**

- You may use the “Worker Health and Safety Rep Thank You Letter” found on the website.

**6. Update the contact list for the union board.**

**7. Complete and submit to the provincial HEU office:**

- Local Officer Form



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# What to include in a request for Expression of Interest

## 1. Describe the role and duties

- What are the duties and responsibilities of a worker health and safety representative?
- Explain that it's an opportunity to help improve health and safety for members at the worksite.

## 2. Include information about the role, such as:

- Local is seeking interested applicants for a worker health and safety representative.
- You may need to specify which employer, and the location or unit/department/program.

## 3. Require the member to send the following information:

- date of application
- full name
- contact information (email and phone)
- job title
- job status
- regular scheduled hours of work
- worksite, department
- employer
- you may also wish to ask interested applicants further questions, such as: "Why are you interested in being a worker health and safety representative?"

## Also provide applicants with the following details:

- How members should submit their replies to the local executive (email, lettermail, by hand, etc)
- The application deadline
- How you will notify successful applicants