

# Mandatory health and safety committee and representative training

## OHS information for employers and workers

This resource gives an overview of the mandatory training requirement for health and safety committee (HSC) co-chairs and health and safety (HS) representatives.

The *Occupational Health and Safety (OHS) Act*, Regulation and Code set requirements for HSCs and HS representatives.

### Key information

- Training gives participants the information they need to meet the requirements of their HSC/HS representative roles.
- Only Government of Alberta approved training agencies can deliver mandatory HSC/HS representative training.
- The material covered in the mandatory HSC/HS representative training is suitable for any worker interested in health and safety or in becoming an HSC member.

HSCs and HS representatives work with employers to address health and safety concerns, promote health and safety awareness and participate in required work site OHS activities such as hazard assessment and control, work site inspections and investigations.

Section 29 of the *OHS Act* sets out training requirements for HSCs and HS representatives. The annual OHS training allowance for HSC co-chairs, members and HS representatives

is the greater of 16 hours annually or the number of hours normally worked in two shifts. Employers must



give permission for this training, provided their workers give them reasonable notice.

For more information about HSCs and HS representatives, see **Health and safety committees and representatives (LI060)**.



### Training requirements

An employer must ensure that each HSC co-chair or HS representative completes a one-time mandatory HSC/HS representative training course.

The mandatory course is six to eight hours long, and counts towards the 16 hour/two shift annual training allowance in the legislation.

HSC co-chairs or HS representatives may use the remainder of their 16 hour/two shift annual training allowance for additional OHS training.

- Additional training may include general health and safety training, or hazard or industry-specific OHS training that would assist in fulfilling duties and responsibilities outlined in the legislation.

Figure 1 (page 3) summarizes HSC/HS representative training requirements.

### Why standardized training

HSC co-chairs/HS representatives must receive training on their respective roles so they can fulfill the responsibilities outlined in the legislation.

Standardized mandatory training gives HSC co-chairs/HS representatives the information they need to meet legislated requirements.

While training is mandatory for HSC co-chairs and HS representatives, any HSC member can take the training. The training provides a good foundation

regarding the duties and functions of a committee or more specific OHS training to meet the work site needs. Prospective HSC/HS representatives may also benefit from the training, and it will help any worker understand more about important health and safety concepts and legal requirements.

## Training delivery

Section 201 of the OHS Code states the only approved agencies can deliver mandatory HSC/HS representative training. Organizations must meet criteria set by the Government of Alberta to be designated 'approved' by the Minister.



The HSC/HS representative training provides constant, real-time access to a course facilitator, through in-person interaction or remotely by video connection. Interactive dialogue with participants is preferred; however, equivalent training options may be eligible.

The approved training agency sets the fee for this training and fees may vary depending on the agency and/or location.

## Course content

Approved agencies must include the following in HSC/HS representative training:

- the roles and responsibilities of HSCs and HS representatives
- the obligations of work site parties
- the rights of workers

- the manner in which organizations will address the responsibilities of both workers and employers in the delivery of the training
- any other criteria established by the Minister

Training is supplemented with handouts for participants to use at the work site.

Participants who complete the training receive a record of completion from the training agency. This may be a wallet card and/or certificate.

More information on course content is included in Figure 2 (next page).

## Finding an approved agency

The link to the approved training agencies list (**EDU009**) is under "For more information" on page 4. Alberta Labour and Immigration updates this list when a new agency is approved.



While many workplaces may have an affiliation with a particular approved training agency, there are no requirements to use a specific training provider.

## Employer obligations

The employer must ensure that the HSC co-chairs and HS representatives have completed the one-time mandatory training.

The employer is responsible for the cost of mandatory training as well as for compensating workers for the time spent in training at the worker's applicable rate of pay.

The employer must provide training records to Alberta Labour and Immigration upon request.

**Figure 1: Summary of HSC/HS representative training requirements**

	HSC co-chairs	HS representatives	HSC members (not co-chairs)	All workers
<b>HSC/HS representative course</b>	Mandatory	Mandatory	Recommended	Encouraged for prospective HSC members or HS representatives
<b>Payment for training</b>	Employer	Employer	Discussion with employer, based on committee member's duties and functions	Discussion with employer based on workers needs and job duties and functions
<b>Time allowable for training</b>	The greater of 16 hours or the number of hours the worker normally works during two shifts	The greater of 16 hours or the number of hours the worker normally works during two shifts	The greater of 16 hours or the number of hours the worker normally works during two shifts (with reasonable notice)	Discussion with employer

**Figure 2: Learning outcomes**

Upon completing mandatory HSC/HS representative training, participants should be able to:

Section	Learning Outcome
1.	<ul style="list-style-type: none"> <li>Explain the purposes of the <i>OHS Act</i>, Regulation, and Code</li> </ul>
2.	<ul style="list-style-type: none"> <li>Describe the internal responsibility system, due diligence, the three rights of workers and prohibition against discriminatory action.</li> </ul>
3.	<ul style="list-style-type: none"> <li>Explain what HSC's and an HS rep's are and the criteria to determine if an HSC or HS representative is required for both single and multiple employer work sites.</li> </ul>
4.	<ul style="list-style-type: none"> <li>Know the requirements for HSC membership, training, terms of reference, rules of procedure and general meeting management.</li> </ul>
5.	<ul style="list-style-type: none"> <li>Explain the HSC/HS representative's role in hazard identification and control</li> </ul>
6.	<ul style="list-style-type: none"> <li>Explain the HSC/HS representative's role in workplace inspections</li> </ul>
7.	<ul style="list-style-type: none"> <li>Explain the HSC/HS representative's role in incident investigations</li> </ul>
8.	<ul style="list-style-type: none"> <li>Describe the roles and responsibilities of HSCs and HS representatives in addressing workplace violence and harassment, receiving and addressing worker concerns, and creating appropriate recommendations for employers.</li> </ul>
9.	<ul style="list-style-type: none"> <li>List the traits of an effective HSC and explain the purpose of evaluating the committee's effectiveness</li> </ul>

## Contact Us

### OHS Contact Centre

Anywhere in Alberta

- 1-866-415-8690

Edmonton & area

- 780-415-8690

Deaf or hearing impaired:

- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

### PSI Online Reporting Service

[alberta.ca/report-potentially-serious-incidents.aspx](http://alberta.ca/report-potentially-serious-incidents.aspx)

### Website

[alberta.ca/occupational-health-safety.aspx](http://alberta.ca/occupational-health-safety.aspx)

## Get copies of the *OHS Act*, Regulation and Code

### Alberta Queen's Printer

[qp.gov.ab.ca](http://qp.gov.ab.ca)

### Occupational Health and Safety

[alberta.ca/ohs-act-regulation-code.aspx](http://alberta.ca/ohs-act-regulation-code.aspx)

## For more information

### HSC/HS Representative Training Approved Agencies (EDU009)

[ohs-pubstore.labour.alberta.ca/edu009](http://ohs-pubstore.labour.alberta.ca/edu009)

### Joint Work Site Health and Safety Committee/Health and Safety Representative Agency Standard (EDU007)

[ohs-pubstore.labour.alberta.ca/edu007](http://ohs-pubstore.labour.alberta.ca/edu007)

### Joint Work Site Health and Safety Committee/Health and Safety Representative Curriculum Standard (EDU008)

[ohs-pubstore.labour.alberta.ca/edu008](http://ohs-pubstore.labour.alberta.ca/edu008)

### Joint Work Site Health and Safety Committee/Health and Safety Representative Manual (EDU006)

[ohs-pubstore.labour.alberta.ca/edu006](http://ohs-pubstore.labour.alberta.ca/edu006)

### Health and safety committees and representatives: OHS information for employers, prime contractors and workers (LI060)

[ohs-pubstore.labour.alberta.ca/li060](http://ohs-pubstore.labour.alberta.ca/li060)

### Participation in health and safety for small business owners and workers: OHS information for business with less than 20 workers (LI055)

<https://ohs-pubstore.labour.alberta.ca/li055>

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