

Health and Safety Representative (HSR) Training Program

Pamela Patry

Workplace Safety & Prevention Services (WSPS)

Agenda

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- Training Program Highlights
- HSR Duties
- HSR and the Internal Responsibility System
- HSR and COVID Prevention
- HSR Training Course

Background and Purpose

- MLTSD program to support Ontario small businesses
 - Investing \$10.5 million to provide up to 60,000 small businesses free health and safety training over the next 3 years
 - As the province reopens, keeping workers safe is top priority
- Initiative will prevent illnesses and injuries by training HSRs on how to help keep workplaces safe
- HSR eLearning Training Course
 - Developed by all the Health and Safety Associations

HSR in your Small Business

- Required in workplaces with:
 - 6-19 workers
 - Farms with over 20 workers & that do not require a JHSC
- A worker who is selected by other workers
- Paid for the time to perform their duties
- Not a health & safety supervisor or manager



Training Program Highlights

- **Free health and safety training** available for small businesses
 - Reimbursed for the \$25 course registration fee and
 - \$150 towards the representative's training time
- July 2021 - March 31, 2024
 - 1 rebate per workplace
 - Consideration for 1 additional reimbursement based on turnover

Course Registration

Health And Safety Representative (HSR) Basic Training



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This small business eLearning training program provides guidance on the powers, functions and duties of the workplace health and safety representative. Reimbursement is available for businesses that qualify.

Duration: **8 Hours**

Price Per Person: **\$25.00**

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Step 1

Overview

The cost is based on the total number of seats purchased. Multi-seat pricing is based on the single user seat price with the following volume discounts applied:

Effective July 15, 2021, the Ontario government, through the Small Business Health and Safety Training Program, will reimburse small businesses for the \$25 course registration fee for an appointed health and safety representative and \$150 towards the representative's training time.

To qualify for the reimbursement, a business must have 6-19 employees. Businesses can apply up to two times, with a second allowance permitted for staff turnover. Franchises of the same corporation with unique business numbers are also eligible for funding.

Reimbursement Instructions

IMPORTANT: Please obtain a certificate of completion from the Health and Safety Representative upon completion of the course. Employers will need the certificate to claim reimbursements.

1. Step One: To apply for the reimbursement, the employer must fill out and submit Small Business Health and Safety Training Program form.
2. Step Two: In Fall 2021, the employer will receive an email with information on how to complete the reimbursement.

Step 2



Reimbursement Application: Step 1

Small Business Health and Safety Training Program

Effective **July 15, 2021**, the Ontario government, through the **Small Business Health and Safety Training Program**, will reimburse small businesses for the \$25 course registration fee and \$150 towards the representative's training time.

To qualify for the reimbursement, a business must have an Ontario Business Number and 6-19 employees. Businesses can apply up to two times, with a second allowance permitted for staff turnover. Franchises of the same corporation with unique business numbers are also eligible for funding.

This Form should be completed by the registered business owner. The information will be used to support validation for the reimbursement. Additional demographic information is voluntary, but will help us assess the reach of this initiative across a broad cross-section of Ontario small business workplaces.

Reimbursement Instructions

IMPORTANT: Please obtain a certificate of completion from the Health and Safety Representative upon their completion of the course. Employers will need the certificate to claim reimbursements.

Step One: To qualify for the reimbursement, the employer must fill out and submit this form.

Step Two: In the Fall of 2021, the employer will receive an email with information on how to complete the reimbursement submission.

Rev: 2021-09-01

* Required

1. Do you regularly **employ 6-19 employees?** *

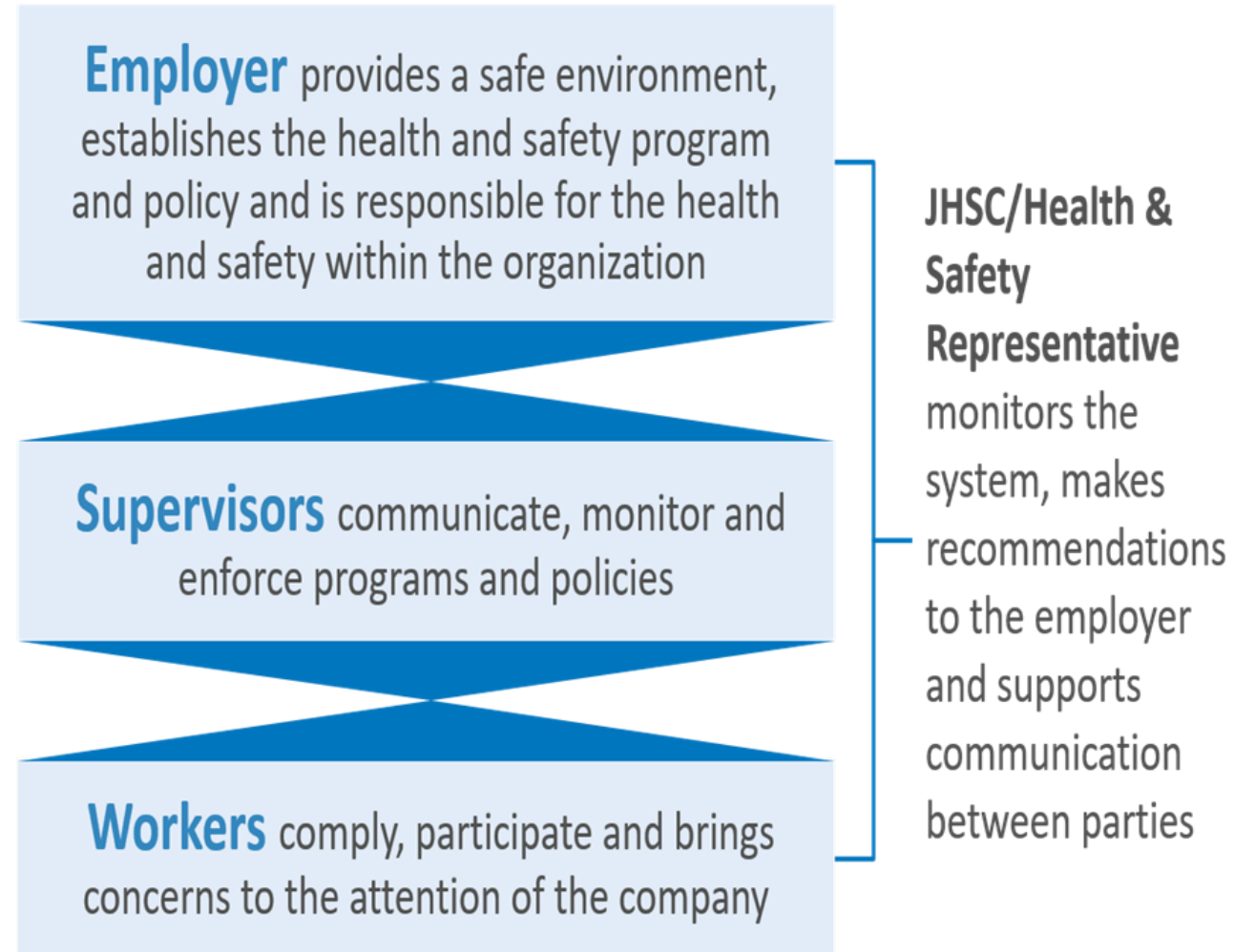
Yes

No

HSR Duties

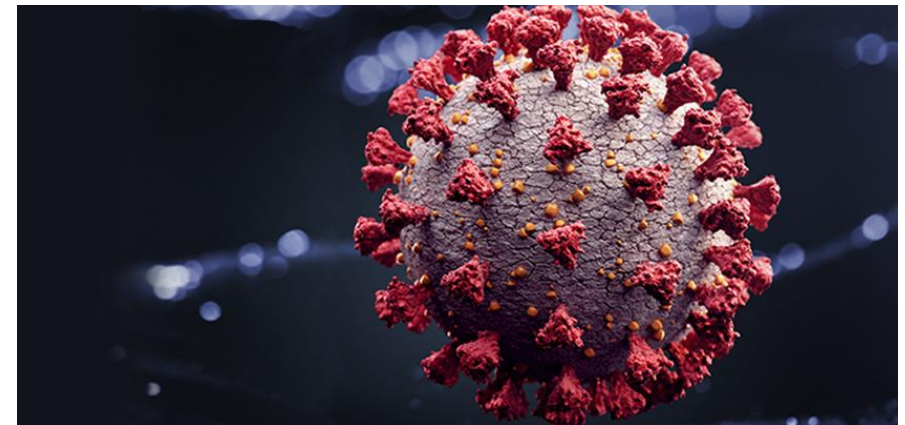
- Monthly workplace inspections
 - Assist with identifying actual and potential workplace hazards
 - Making recommendations to the employer
- Obtaining health and safety related information from the employer
- Being consulted about and being present at the beginning of health and safety related testing
- Participating in investigation of work refusals
- Inspecting the site of a critical injury or fatality at a workplace

HSR and the Internal Responsibility System (IRS)



HSR and COVID Prevention

- Help identify the COVID related hazards in the workplace
- Support the creation of a COVID-19 Safety Plan
- Monitor the implementation of the COVID-19 Safety Plan
- Make recommendations for improvement



HSR and COVID Prevention: Safety Plan

1. Communicating

- Have employees and contractors reviewed the Safety Plan?

2. Screening

- Are the screening tool questions current? Is the link working? Have employees and guests completed the tool?

3. Preventing Transmission

- Are controls in place: Signage posted?
- Barriers in place and clean? Safe distance maintained?

HSR and COVID Prevention: Safety Plan

4. Potential case, or suspected exposure

- Health unit contact info? Process to notify visitors in place?

5. Managing any new risks caused by changes to the way you operate your business

- Reports of harassment? Is PPE fogging-up with colder weather?

6. Is your plan working?

- What is actually happening in the workplace?
- Opportunities for improvement?

HSR Training Course

- eLearning Course
 - 6-8 hours to complete
- Topics include:
 - OHS laws
 - Rights, duties and responsibilities of HSR and workplace parties
 - Recognition, assessment, control and evaluation of common workplace hazards

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Duration: 8 Hours

Price Per Person: \$25.00

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Training Program Highlights

- For all small businesses with:
 - 6-19 workers or
 - Farms with over 20 workers who don't require a JHSC
- \$175 reimbursement for 1 worker HSR
- Program runs July 2021 - March 31 2024
- Prevent illnesses and injuries by training HSRs on how to help keep workplaces safe



Questions

smallbusinessHSR@wsps.ca

Duty Consultant
(877) 494-9777

References

- Course Registration (<https://shop.wsps.ca/products/health-and-safety-representative-hsr-basic-training>)
- Ministry of Labour, Training and Skills Development. (May, 2018). *Health and Safety Representatives (HSRs)*. Retrieved from: [Health and Safety Representatives | Ministry of Labour \(gov.on.ca\)](https://www.gov.on.ca)
- Ontario Newsroom. (July, 2021). *Ontario Keeping Workers Safe As Province Reopens*. Retrieved from: [Ontario Keeping Workers Safe As Province Reopens | Ontario Newsroom](https://www.ontario.ca/news/ontario-keeping-workers-safe-as-province-reopens)