

## What is the MHSA Rent a Safety Advisor Program?

Many MHSA small and medium size members do not have the resources to have a full time safety person on staff. This program has been developed to allow smaller companies access to a MHSA Safety Advisor 1-2 days a month to assist them in implementing their health and safety program.

This MHSA service assists members in implementing or improving their health and safety program with the ultimate goal of obtaining and/or maintaining a **Certificate of Recognition** through the MHSA.

Members have access to a MHSA staff Safety Advisor to work directly with the company in implementing their health and safety program and training initiatives. The Advisor works directly on the program with company H&S representatives as an alternative to **mentoring** them as has been done in the past.

## What type of work will the Safety Advisor do for your company?

The Safety Advisor will do a variety of health and safety program development and improvement activities. Some of the activities include but are not limited to:

- Developing policies, safe work practices and procedures;
- Conducting hazard assessments;
- Establishing and conducting company training standards;
- Conducting toolbox safety talks and safety committee meetings;
- Incident investigation program set-up, training, and monitoring;
- Assisting in external audit preparations required to receive your Certificate of Recognition;
- Establishing return-to-work programs to reduce the Lost Time Claim Rate for the company.

## What benefits are there to hiring the MHSA Safety Advisor?

Many consultants in industry do not know or fully understand the MHSA standards for health and safety program development and auditing practices. The MHSA Safety Advisor is trained in developing and improving the MHSA standards and has in depth knowledge on how to implement an effective health and safety program in accordance with the MHSA audit standards. Benefits include:

- Lower costs compared to most consultants in industry;
- Faster, more effective development of a basic safety program to meet the MHSA standards;
- Safety Advisor is more knowledgeable and experienced with the MHSA standards that companies are trying to establish at their worksite;
- Audit ready programs to achieve a COR and be eligible for the WCB rebates.

## Service Cost

- \$400.00 + \$20.00 GST = **\$420.00**/ 7.5 hour workday billed to the company by MHSA;
- Agreement remains in place from the start of the service until the COR has been achieved.

## Who qualifies for this service?

Any MHSA member company registered in the COR/PIR program and whose membership is in good standing qualifies for this service. Our main focus will be with small and medium size companies employing less than 100 workers. We believe these are the companies that do not have the resources to employ a fulltime safety person and who would benefit from this type of service.

If a member company wants to hire a Safety Advisor to work on their health and safety program, the member company calls the MHSA regional office to discuss the Safety Advisor availability with the Regional Manager.

Once availability has been determined, the Safety Advisor will meet with the company and sign the **“Health and Safety Program Development Memorandum of Understanding (MOU)”**. The MOU explains the contract expectations and service details between MHSA and the company. Once the MOU is in place, the company is able to book the Safety Advisor for a maximum of 2 days per month.

## What are the company responsibilities if they hire a Safety Advisor?

The company (employer) is responsible to:

- Be directly involved in the development and implementation of all health and safety program elements with the MHSA Safety Advisor;
- Complete ongoing health and safety program activities (i.e. safety toolbox meetings, worksite inspections, hazard assessments, incident investigations, worker training, and safety committee meetings if applicable).
- Comply with the minimum standards of Alberta OH&S Act, Regulation and Code;
- Maintain the health and safety program once a COR has been successfully achieved.

If sufficient program development and progress is not made by a company, MHSA will meet with the company to discuss why the program is not progressing. If agreement cannot be reached which will ensure the program progresses at a satisfactory rate, the Safety Advisor services will be terminated.

## How long will it take to develop the health and safety program?

This depends on the commitment and involvement for the company using this service. A small company (10-50 employees) can have a basic program in place within 6-12 months (depending on the type of manufacturing processes in place). This is why the MHSA Safety Advisor works cooperatively with the company to ensure that basic program development is done effectively and efficiently and according to MHSA standards. Without that participation and cooperation, program development and implementation will take longer.

## How do I become involved in this MHSA service?

All a company needs to do is contact their MHSA regional office and speak to the Regional Manager to request a meeting with a Safety Advisor. Once the company has met with the Safety Advisor and feels that there is increased value in having assistance from the Safety Advisor, the MOU is signed and arrangements made for the Safety Advisor to come on site and begin developing the safety program.

## Summary

The ultimate goal of MHSA is to assist industry and member companies in the reduction of the provincial LTC rates and to make our members aware of the hazards in our industries. Through training and mentoring by competent MHSA staff, member companies can experience success in this initiative.

The Safety Advisor service allows MHSA companies, who do not have a COR, the opportunity to join those COR certified companies and share in the WCB benefits, as well as the benefits of increased worksite health and safety standards and reduced employee losses due to uncontrolled hazards.



**HEALTH and SAFETY PROGRAM DEVELOPMENT  
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) for health and safety program development services is between \_\_\_\_\_ (Company/Employer Name) and the Manufacturers' Health and Safety Association (MHSA).

The MHSA Safety Advisor agrees to assist in the development of the member's health and safety program.

This service does not relieve the company (Employer) of their legal responsibility with regards to the current Alberta Occupational Health and Safety Act, Regulations and Code.

The company agrees to the cost terms and payment of \$400.00 + \$20.00 GST=\$420.00/ 7.5 hour work day.

The MHSA Safety Advisor will submit time records to the MHSA office for invoicing to the company.

All advisory services performed by the MHSA Safety Advisor will remain confidential between the MHSA, the Safety Advisor and the company. Should the Safety Advisor require the use of the company's templates, it will be requested in writing to the company representative for discussion and decision.

The MHSA Safety Advisor agrees to the terms of Conflict of Interest both real and perceived. Should there be any question of a possible Conflict of Interest, this agreement may be terminated by the MHSA or by the company.

Should the company terminate their relationship with the MHSA (not pay their yearly membership, cancel their membership with the MHSA or transfer to another Certifying Partner) this agreement is terminated along with the membership of that company. Any company that ceases to be a member of the MHSA will no longer be eligible to use the MHSA Safety Advisory services.

I have read and agree to the terms and conditions in this MOU and will actively participate with the MHSA Safety Advisor in the development and maintenance of our health and safety program standards.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
MHSA Safety Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
MHSA Regional Manager

\_\_\_\_\_  
Date

*(One copy to the assigned MHSA Safety Advisor, one copy to the member company, one copy for the MHSA office files)*