





SUN COUNTRY HEALTH REGION & AFFILIATES

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Sub-section:	HR-70 – Safety Management System (SMS)					
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POLICY:

Sun Country Health Region (SCHR) and its Affiliates are committed to providing a safe and healthy work environment.

As a condition of employment, it is the expectation of all persons employed by SCHR to work safely within the rules of the Saskatchewan Employment Act & Occupational Health & Safety Regulations, and to engage in the identification and correction of hazards in the workplace. The Saskatchewan Employment Act & OH&S Regulations specify certain workplace responsibilities to reasonably ensure a safe working environment.

SCHR and its Affiliates are committed to the establishment of a Safety Management System (SMS) with the goal of identifying and assessing risks, towards achieving zero injuries. The program will meet the needs of SCHR workplace sites/programs and its workers. SCHR will monitor and evaluate the effectiveness by its safety policies, procedures and programs being implemented and maintained. SCHR is equally committed to protecting the health, safety and well-being of its workers, clients, residents and visitors.

SCHR will recognize workers have 3 rights, and individual rights cannot be exercised as a “group”.

- The right to know or be advised about hazards in the workplace
- The right to participate in Workplace Health & Safety activities
- The right to refuse work which is believed to be unusually dangerous.

Those rights when exercised by workers, will be non-disciplinary and no adverse actions are to be taken.

PURPOSE:

This policy outlines the responsibilities of the Sun Country Health Region employers to provide a safe and healthy work environment.

The success of any Health & Safety program requires the dedication, commitment and participation of all personnel working together.

RESPONSIBILITIES :

WORKER

The Saskatchewan Employment Act & OH&S Regulations defines a “worker” as a “person who is engaged in an occupation in the service of an employer”.

Every worker shall:

- Take reasonable care to protect his/her health and safety and that of others in the workplace
- Refrain from causing or participating in harassment or violence in the workplace
- To cooperate with any person exercising a duty under safety legislation
- Follow all safe work practices and procedures established by the employer
- Understand and comply with the Act & Regulations
- Report all unsafe acts, incidents or hazards to their manager/ supervisor or designate without delay
- Take initiative to resolve or temporarily identify unsafe situations to minimize injuries to other workers
- Cooperate with OH&S Committees, and any other internal persons or external agency concerning health and safety issues.

EMPLOYER

The Saskatchewan Employment Act & OH&S regulations defines an “employer” as a “person, firm, association or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm or association or body. “

The employer is to reasonably ensure:

- That reporting structures and information provided as to health & safety requirements and compliance with the Act & Regulations are being met
- Responsibility and accountability for health & safety in the workplace is established and maintained by ensuring the Sun Country Regional Health Authority, Leadership and managers/supervisors are trained as to their role and responsibility under the Act & Regulations, and are accountable for fulfilling workplace health & safety requirements
- Workers understand their rights and responsibilities for a safe workplace
- Occupational Health & Safety committees are established and functioning effectively
- The establishment and maintenance of an effective Safety Management System (SMS).

MANAGER/SUPERVISOR

The Saskatchewan Employment Act & OH&S Regulations defines a manager/supervisor as a “person who is authorized by an employer to oversee or direct the work of the employers workers”

Every manager/supervisor has the responsibility to reasonably ensure:

- Compliance with the Act & Regulations
- Understanding, implementation and review when necessary, any activities within the employers Safety Management System (SMS)
- That workers under their charge understand their role under the Act, and any policy and procedures established by the employer to protect their safety
- That cooperation with the Occupational Health & Safety Committee, or any member of a committee is established and maintained
- That only authorized, trained and competent workers are assigned certain work
- That no worker is exposed to harassment in the workplace
- Cooperation with other internal persons or external persons or agencies when dealing with health & safety.

OCCUPATIONAL HEALTH & SAFETY COMMITTEES (OH&SC)

The Saskatchewan Employment Act & OH&S Regulations defines an “Occupational Health & Safety Committee” as established pursuant to Section 3-22.

The role of the OH&SC is to recommend actions to the employer to improve the safety of all its workers. The role of the OH&SC must not be confused with the responsibilities of managers/supervisors. The complete duties of the OH&SC are provided for in Section 3-27.

The following represent core function:

- To participate in the identification and control of health and safety hazards in or at the place of employment
- To establish, promote and recommend the means of delivery of health & safety programs for the education and information of workers
- To investigate any matter concerning work refusals
- To investigate certain occurrences as defined in the Act & Regulations
- To receive, consider and resolve matters respecting health & safety of workers

CONTRACTORS

The Saskatchewan Employment Act & OH&S Regulations defines a “contractor” as a “person who, or a partnership or group of persons that, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a place of employment “

Under the Act & Regulations, a contractor is to reasonably ensure:

- All matters that the contractor has control over concerning their worksite and their employees is safe for, without risk to the health of, and adequate with regards to the welfare of, all employers, workers or self-employed persons at the place of employment / worksite.

SELF – EMPLOYED

The Saskatchewan Employment Act & OH&S Regulations defines a “Self-employed Person” as a “person who is engaged in an occupation, but is not in the service of the employer”.

This would include for example: Physicians

A self-employed person shall reasonably ensure:

- They conduct their business in such a way that persons affected by his/her work are not exposed to risk to their own health & safety
- To follow any SCHR safety policy and procedure as required to reasonably ensure their and the safety of others
- Cooperate with any internal individual concerning health & safety
- To comply with the Act & Regulations

SUPPLIER

The Saskatchewan Employment Act & OH&S Regulations defines a “supplier” as a “person who supplies, sells, or offers for sale, lease, distribution or installation any biological substance or chemical substance or any plant to be used at a place of employment”

Under the Act & Regulations, a supplier shall reasonably ensure that any substance or any plant supplied is:

- Safe when used in accordance with the instructions provided
- In compliance with this Act & Regulations

And in prescribed circumstances:

- Shall provide written instructions respecting the safe use of equipment
- Shall provide written notice when equipment supplied does not or will not likely comply with a prescribed standard
- Shall ensure the maintenance of any equipment if so indicated as a responsibility under any lease agreement, is conducted and documented.

VOLUNTEER

Volunteers are not listed under the Saskatchewan Employment Act & OH&S Regulations, however, volunteers will reasonably ensure to abide by all safety policies and procedures of SCHR as instructed as they relate to their service with the employer.

COMMUNICATION

SCHR shall undertake to communicate the goals, objectives and responsibilities of the safety policy to:

- The SCHR Board of Directors
- All affiliate Board of Directors
- SCHR Senior Leadership Team
- All affiliate leaders
- SCHR & affiliate Directors, Managers
- All Workers

Through general educational opportunities, meeting agendas, regional orientation, safety huddles, wall walks, all site OHS Committee directions, any SCHR internal printed material (ie SCHR newsletter) or by any method developed internally.

This policy shall be reviewed every 3 years by the SCHR & affiliate Senior Leaderships, to ensure its contents reflect the continuing goals and objectives of safety.