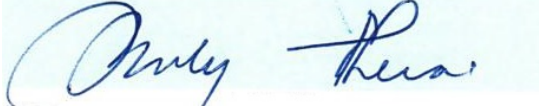
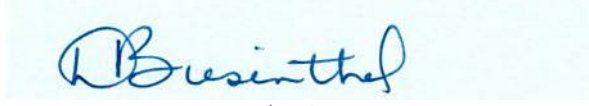




SUN COUNTRY HEALTH REGION & AFFILIATES

Policy/Procedure #:					HR-70-03-00	
Section:	HR - Human Resources					
Sub-section:	HR-70 – Safety Management System (SMS)					
Category:	HR-70-03 – Element 3 – Training & Communication					
Subject:	Establishment and Functions of the Occupational Health and Safety Committees					
Date Issued:	Date Revised:	Enter Date	Enter Date	Enter Date	Enter Date	Enter Date
13-Apr-2016	Date Reaffirmed:	Enter Date	Enter Date	Enter Date	Enter Date	Enter Date
Document Owner:			Authorized by:			
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Title: Manager Workplace Health and Safety			Title: Vice President Human Resources			
 signature			 signature			

PURPOSE:

The employer shall establish and maintain Occupational Health and Safety Committees as per Section 3.22 of *The Saskatchewan Employment Act/Occupational Health and Safety Regulations*.

The employer has said authority, under Section 3.23 of *The Saskatchewan Employment Act* to ensure each Committee has at least two (2) but no more than twelve (12) persons on any Committee.

Members representing the workers must be either elected or appointed by their Trade Union to sit on an Occupational Health and Safety Committee in Sun Country Health Region (SCHR).

The Bargaining Unit is responsible to provide any amendments or changes to their representation.

Members representing the employer will be appointed by the employer from within the site/agency and or division.

Attendance at an Occupational Health and Safety Committee meeting or related occupational safety regional activity is considered paid time at work with no loss of benefits for those members duly appointed or elected.

Time away for health and safety labor endorsed education or training for duly appointed or elected Occupational Health and Safety Committee members is limited to 5 days annually based on the fiscal calendar beginning April 01 and ending on the following 31 of March.

Alternate members may be recognized as replacements for regular members in the event of absence.

The employer will ensure all members of the Occupational Health and Safety Committees receive the necessary training as per Section 3 of the Saskatchewan Employment Act.

All trained members of management (Level One or Two) are defacto members of any other Occupational Health and Safety Committee in the Region and can attend as a “member” any

Occupational Health and Safety Committee meeting in the Region as long as the level of management representation does not exceed that of the workers at any meeting.

No person holding the following positions within the SCHR will permanently sit on an Occupational Health and Safety Committee.

- Any member of Leadership
- Regional Director of Employment Health and Support Services
- Occupational/Employee Health Nurse
- Manager Workplace Health and Safety (may temporarily replace an employer co-chair at a site OHS meeting when required)
- Designated In Scope Supervisors

Occupational Health and Safety Committee Meetings

Meeting dates shall be established by all site OHS committees every **January** for the upcoming year and shall be documented in the minutes and posted on the site OHS Bulletin Board along with the OHS committee member’s names, job titles and departments. Meeting frequency will be monthly (urban) or every 2nd month (rural), excluding July and August if determined by the site committee.

Every attempt is to be made by each committee to schedule the day and time so then committee_members sit the majority of the meetings.

A quorum must be present for all meetings to be considered an “official meeting.” If no quorum is present for any meeting, or the scheduled meeting is cancelled, the co-chairs shall_ report the cancellation to the SCHR Manager Workplace Health and Safety detailing the reason why, as well as a plan to make up the lost meeting.

SCHR Regional OHS Meetings

SCHR will hold Regional OHS meeting(s) which may take place in April/May and/or September/October, to review any specific goals for the Committees and/ or the employer, as it relates to occupational health and safety in the region for the upcoming year. Agenda items can include OHS presentations, educational videos, policy review, etc.

PURPOSE:

One of the main functions of the occupational health and safety committee is to provide recommendations to the employer to improve the health and safety at the facility or departmental level on behalf of all workers. This and other duties of the Committee can be found in Section 3.22 of the Saskatchewan Employment Act/Occupational Health and Safety Regulations.

PROCEDURE:

Occupational Health & Safety Committee Procedures

It is vital that Site Managers and Departmental heads that sit on site OHSC, as well as those representing employees are mindful of their role. There are no “employer” or “union members”.

All committee members are there to represent all employees. Their primary task, by way of recommendations, is to assist the employer in creating a safe work environment. All members need to keep their personal judgments and comments focused on this goal.

Duties and Functions of the OHSC

The duties and functions of the OHSC are as follows:

- Hold regular meetings;
- Provide input and advice to the employer on health and safety matters in the workplace;
- Communicate with the employer and workers on safety matters;
- Assist the employer and participate in the identification and control of health and safety hazards in the worksite;
- Make recommendations to the employer as to ways to resolve an occupational health and safety issue or concern;
- Participate in the implementation and monitoring of programs designed to prevent workplace hazards;
- Participate in the development and implementation of safe work practices and procedures;
- Assist the employer to develop, promote and deliver educational health and safety programs for workers at the worksite;
- Coordinate and conduct regular scheduled formal inspections of the workplace at reasonable intervals;
- Investigate workplace accidents and refusals to work;
- Assist the employer in the assessment and investigation of works exposed to hazardous substances;
- Participate in the implementation and monitoring of the provision of personal protective equipment, clothing, devices or materials to protect workers from hazards;
- Ensure adequate records are maintained with regards to workplace incidents, injuries, investigations and inspections;
- Monitor the overall workplace safety management system to ensure it is working properly;
- Cooperate with the Ministry of labor Relations & Workplace Safety Officers or anyone acting in a similar capacity.

Co-Chairpersons

- The committee shall have two co-chairpersons: one designated by the employer group, and one elected/appointed by the workers group.
- Co-chairpersons must keep their committee members informed of OHS related activities within the facility/department or region.
- Both co-chairpersons have equal rights and responsibilities.
- The co-chairpersons should chair OHS meetings alternatively.

Minutes

- All SCHR OHS minutes shall include a list that identifies all OHS members for that site/agency. The list is to include the name, job title and department. The list shall also identify the co-chairperson, and should be updated whenever changes occur.
- All minutes shall indicate attendance.
- Both co-chairpersons must sign the minutes. Where co-chairperson(s) are not available, present employer or worker members of the committee who were in attendance may sign.
- Minutes shall be placed on the site OHS Bulletin Board and a copy in the site OHS binder.
- Site committees may give a copy to each member on the committee – this is optional
- Copy of the minutes shall be scanned and sent to the SCHR Manager Workplace Health and Safety.

Committee Training

- Committee members must be provided with training to enable them to understand applicable OHS legislation, rights, responsibilities, duties and functions (i.e. workplace inspections, incident investigations, refusals to work, etc.). This training is considered paid time and no loss of pay or other benefits.
- Co-chairpersons shall be trained with respect to their duties and functions in Level 1 and 2.
- Committee members shall be trained with respect to their duties and function in Level 1. Site committees may determine that all committee members shall be trained in Level 2.
- Committee members may be granted up to five working days per fiscal year to attend labor-endorsed training programs, seminars or courses of instruction.
- Where the training is provided by the Division or any other approved agency (SASWH), there will be no loss of pay or other benefits.

Agenda

Committee meetings should follow a standard format:

- Roll Call
- Additions to the agenda
- Review of previous minutes

Primary Activity

- Review of workplace hazard inspection reports. Follow up and confirmation of corrective action and development, as needed by any recommendations
- Review of SCHR Employee Incident Report Forms (blue sheets) / 5 WHY investigations/Plan of Action. Follow up and recommendations.
- Employer/worker concerns

Review of Hazard/Incident Reports

Review by Local Facility/Department OHS

OHS committees are a recommending body. They act on behalf of all employees at a site or within a department to ensure and assist the employer in creating the safest workplace as reasonably possible.

The committee will review each SCHR Employee Incident Report. What happened and what was the corrective action taken – was a 5 WHY investigation required, and if so, completed.

The committee will determine if the corrective action has resolved the issue, if not, what needs to be recommended further to resolve the issue.

All unresolved recommendations are to be documented on the site OHS minutes form, with target dates.

Review/Reply to Recommendations from site OHS committees, by designated SCHR Out of Scope personnel and/or Leadership

When required, comments from the designated SCHR out of scope personnel and/or Leadership, will be made back to the site OHS committee. Comments are to be in writing and provide rationale as to the agreement or not, with the recommendations being proposed by the site OHS committee.

If clarification is required on any aspect of the recommendation, this should be in writing back to the site OHS committee, through the co-chairpersons.

When recommendation issue(s) are resolved to the satisfaction of the site OHS committee, the original incident is to be kept on the site, and recorded on the site OHS minutes, and a scanned copy forwarded to the SCHR Manager Workplace Health & Safety who will ensure the information is passed onto the SCHR Regional Director Employee Health Services and/or the SCHR Vice President Human Resources, if either have not already received a copy.

No recommendation shall be forwarded directly to SCHR Leadership without a review by the SCHR Regional Director Employee Health Services, and/or the SCHR Vice President Human Resources.