



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 10-002

Title: Purpose: Manual Framework

Saskatchewan Employment Act: Part III 3-1(1)

OHS Regulation: Part III 22

Date: January 1, 2017

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Overview

The Occupational Health and Safety Manual is a framework that includes all components of an established Safety Program. It provides a general guideline for all SHA facilities and staff.

Due to the variety of services and the number of sites within the region, departments and facilities will use the manual as a guideline and a benchmark to develop their specific safety procedures when needed.

Purpose

The purpose of this policy is to provide a manual framework

Definition

The Safety Program is an integral part of eliminating and controlling workplace hazards. It complies with the Saskatchewan Employment Act and the Occupational Health and Safety (OHS) Regulations. The Act or Regulation section number, where applicable, is located in the upper right-hand box of the Guideline. The Employment Act Part III includes the following interpretations:

- **“employer”** means 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, association or body; The Saskatchewan Employment Act 3-1(1)(j)
- **“supervisor”** means an individual who is authorized by an employer to oversee or direct the work of the employer’s workers; The Saskatchewan Employment Act 3-1(1)(dd)
- **“worker”** means an individual, including a supervisor, who is engaged in the services of an employer; The Saskatchewan Employment Act 3-1(1) (gg)
- **“train”** means to give information and explanation to a worker with respect to a particular subject-matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject-matter; The Saskatchewan Employment Act 3-1(1) (ff)
- **“education”** means to provide and deliver general information to workers
- **“competent”** means possessing knowledge, experience and training to person a specific duty; The Saskatchewan Employment Act 3-1(1) (e)

In addition to the definitions from The Saskatchewan Employment Act, the manual uses the following terms:

- **“employer”** means Saskatchewan Health Authority Board, Chief Executive Officer, Vice Presidents, Directors and Executive Directors
- **“manager”** means manager and assistant manager of a unit, department or site
- **“supervisor”** means managers, assistant managers and front line supervisors
- **“worker”** means all staff including students, Jursi’s, Physicians and Medical Residents
- **“safety management system”** means the safety program that includes the department safety profile online program.

Principles

Occupational Health Committees (OHC) perform an active and crucial role in provision of workplace risk management. The OHS program is developed in consultation with regional Occupational Health Committees.

An effective OHS program is built on collaboration among stakeholders to identify and manage workplace hazards. The Occupational Health and Safety Services are available to consult and coach departments to implement the Safety Management System using this manual.

The Occupational Health Officers from Labour Relations and Workplace Safety (LRWS) can also be consulted. The Government of Saskatchewan Ministry of Labour Relations and Workplace Safety (LRWS) promotes fair and balanced labour environment that respects the rights and responsibility of workers and employer and ensures healthy, safe, productive workplaces.

Policy

- The manual will be reviewed and revised at least every three years

References

- [Safety Management System Implementation Support Policy Manual – January 2016; Safety Association for Safe Workplaces in Health](#)

Review Dates:

January 1, 2017

July 11, 2017

December 13, 2017

March 26, 2018