



## Saskatchewan Health Authority

### Policy

Saskatoon & Area - Occupational Health & Safety

**Number:** 30-001

**Title:** Occupational Health Committees:  
Terms of Reference (Roles & Responsibilities)

**Saskatchewan Employment Act:** 3-22 to 3-30

**OHS Regulation:** 38-49

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** July 10, 2019

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### Purpose

The purpose of this policy is to assist employers and workers to establish and maintain healthy and safe working conditions

### Composition

- Where 10 or more workers work at a site, a committee must be established
- A committee must consist of at least 2 and at most 12 persons
- The size of the committee may be increased according to the direction of Saskatchewan Labour Relations and Workplace Safety
- At least half of the committee members must represent workers other than workers connected with management of the place of employment
- Worker members will be selected in accordance with the constitution of the union they represent
- The committee members will have alternate members that will attend meetings or inspections when the regular committee member is unable to attend (worker members will have alternates that are members of their union)
- Management members will be appointed by the employer
- The committee shall have co-chairs:
  - One designated by the employer
  - One selected by the workers members
  - Worker members will decide on numbers for each union represented

## **Roles and Responsibilities**

Employer must ensure:

- A committee is established
- That time is provided to members during normal work hours and without loss of pay or benefits, to train, receive and investigate safety concerns and incidents, hold and attend special meetings; to inform workers of the provisions of the Safety legislation or to conduct other business proper to the functioning of the committee or the representative. (Saskatchewan OHS Reg. 48 1(b))
- When a union member resigns, a new member is selected to the committee according to Union constitution or bylaws
- Regular meetings are held at a minimum every three months
- Minutes of all meetings are recorded and maintained
- Minutes are distributed to: Committee members, Site Leader/Manager, posted in the workplace on Site OHC Board, SHA OHS regional office and posted on the OHS InfoNet Homepage
- That the committee establishes and implements appropriate inspection schedules
- That the committee submits written reports regarding unsafe conditions to Department Managers or appropriate Director. In smaller sites, the unsafe conditions can be discussed with the Site Leader at the OHC meeting and documented in the minutes.
- That the committee has an escalation process if recommendations are not acted upon
- Emergency meetings are called to address urgent safety issues (Saskatchewan OHS Reg. 47(2))
- The co-chairs or their designates are allowed time to investigate accidents and dangerous occurrences as described in the SHA OHS Policies 15-003, 15-004
- The co-chairs or designates investigated and gather information regarding the accident or dangerous occurrence, in coordination with the manager or their designate
- In the event of an accident or a dangerous occurrence the manager in consultation with the OHC co-chairs prepare a report as per Saskatchewan OHS Reg. 29 or 31 and send to Labour Relations and Workplace Safety

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are met, as well as applicable legislation and/or standards
- They support the Occupational Health Committee
- They cooperate with the Occupational Health and Safety Service including Occupational Health and Safety Officers from Labour Relations and Workplace Safety
- They contact the committee when support or assistance is required

Worker must ensure:

- They contact the committee when support or assistance is required
- They participate in the identification and control of health and safety hazards
- They cooperate with the Occupational Health and Safety Service including Occupational Health and Safety Officers from Labour Relations and Workplace Safety

#### Co-Chairs:

- Can discuss and decide on who will chair the meetings
- Either co-chair can call special meetings to deal with urgent concerns
- Participate in Investigation of notifiable accidents and other significant incidents and assist the employer in preparing a written report
- The employer co-chair shall keep the employer informed of the activities, concerns and recommendations of the committee and of any information addressed to the committee
- The worker co-chair shall keep the workers informed of the activities, concerns and recommendations of the committee and of any information addressed to the committee
- Ensure Occupational Health Committee (OHC) member list is posted and current
- If required will facilitate discussion in a Refusal to Work or call a special meeting of the committee to investigate
- Ensure quorum is present at all regular meetings and special meetings;
  - At least half of the total membership is present
  - Employer and Worker members are present
  - At least half of the members must be worker members
  - There cannot be more employer members than worker members at any meeting. If this should occur, extra employer members must leave to ensure there are more employee members than employer members. If at least half of the total committee membership remains, the meeting may continue. If quorum is not met after the extra employer members leave, the meeting must be rescheduled.
- Decisions of a committee with respect to refusals to work must be by unanimous vote of the committee members who are present at the meeting

#### All Occupational Health Committee Members:

- If they are unable to attend a meeting, inspection or participate in necessary activities, the committee member is responsible to contact the alternate member to have the alternate member attend
- They serve at least one term of three years. Member may serve more than one term
- They participate in identifying and controlling hazards
- They make recommendations to the employer regarding improvements to workplace health and safety
- They distribute information to workers on health and safety
- They receive, consider and resolve matters to do with health and safety of workers
- They investigate accidents and dangerous occurrences
- They provide consultation for health and safety programs
- They conduct safety inspections of all work areas at reasonable intervals
- They investigate work refusals under Section 3-31 of the Saskatchewan Employment Act
- They cooperate with Occupational Health and Safety Services
- They record, maintain and post minutes of all meetings
- They participate in the review of health and safety programs

#### Orientation & Training

- Complete Level 1 and Level 2 OHC training within 6 months of their appointment to the committee

#### Materials

- Occupational Health Committee Manual
- The Saskatchewan Employment Act and the Occupational Health and Safety Regulations, 1996

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

**Resources**

- SHA Occupational Health and Safety Services are available to facilitate training, provide in-services, interpret the Saskatchewan Employment Act and the Regulations and assist with investigation of serious accidents, dangerous occurrences and Refusals to Work
- The Occupational Health Officer (Department of Labour Relations and Workplace Safety) may be contacted for assistance at 306-933-0502

## Review Dates:

January 1, 2017

March 26, 2018

July 10, 2019