



## Procedure

Saskatoon & Area - Occupational Health & Safety

**Number:** 30-002

**Title:** Occupational Health Committee:  
Resolving Safety Concerns

**Saskatchewan Employment Act:** 3-27

**OHS Regulation:**

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** March 26, 2018

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### Purpose

SHA is committed to the health, safety and well-being of all SHA employees. This procedure is to be used in coordination with the policy to ensure a safe workplace for all SHA employees and to establish processes related to assisting employers and workers in creating and maintaining healthy and safe working conditions.

### Procedure

- Worker will correct the problem if they are safely able to and report the concern to their manager/supervisor
- If the worker is unable to correct on their own they must report the issue to Safety Alert System/Incident Reporting Line as well as their manager/supervisor
- Manager/Supervisor will work with the worker to solve the issue
- Manager/Supervisor will investigate to find root cause
- Once root cause has been identified short and long term corrective actions will be implemented
- If required the Manager/Supervisor will use outside resources to help with the investigation (Resources may include Occupational Health Nurses, Occupational Health and Safety (OHS) Consultants, Infection Prevention and Control)
- Manager/Supervisor will discuss the root cause and corrective actions with the worker
- If no corrective actions are to be implemented manager/supervisor will explain reasons to the worker
- If the issue is unable to be corrected by the manager/supervisor then the worker will contact a member of the Occupational Health Committee (OHC)
- The OHC member will investigate alone or with another member of the committee and discuss issue and findings at the next OHC meeting
- If the issue is of a serious nature the OHC co-chairs will be contacted to investigate and if needed an emergency OHC meeting can be called
- If the co-chairs require further assistance they can contact an SHA safety consultant for help with the investigation
- An expected time frame for response will be set by the committee
- If the issue is not resolved with the time frame set out by the committee, the issue will be moved forward and documents will be passed to the director or site leader as well as to the vice president of OHS
- If the issue has still not been resolved the OHC co-chairs and manager of OHS will present the documents to the appropriate vice president as well as to the vice president of OHS
- If there is still not a resolution, the co-chairs and manager of OHS will present to the President, Chief Executive officer and the vice president of OHS

- If not resolved, the documentation will be presented to Labour Relations and Workplace Safety (LRWS)

### **Roles and Responsibilities**

Manager/Supervisor must ensure:

- That they investigate all issues brought forward by their workers to the level of finding root cause
- That they communicate findings and corrective actions to the workers
- That if they are unable to come to a resolution will cooperate with the OHC, OHS and LRWS during the investigation process

Worker must ensure:

- That they correct all unsafe acts and conditions if they are able to safely do so
- That if they are unable to correct the act or condition they report immediately to manager/supervisor for further follow up
- That they report the unsafe act or condition to the Safety Alert System/Incident Reporting Line
- That if their manager/supervisor is unable to correct the unsafe act or condition they will report to an OHC member or co-chair for investigation
- That if their manager/supervisor is unable to correct the unsafe act or condition they will cooperate with the OHC, OHS and LRWS during the investigation process

OHC Committee must ensure:

- That they investigate all concerns brought forward by workers, managers/supervisors
- That they follow the process set in place if they are unable to correct the unsafe act or condition
- That they cooperate with OHS and LRWS during the inspection process

### **Non-Compliance/Breach:**

Non-compliance with this procedure 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 Act.

### **References**

- Occupational Health and Safety Committee Manual. Saskatchewan Ministry of Advanced Education, Employment, and Labour

Review Dates;

January 1, 2017

March 26, 2018