



Procedure

Saskatoon & Area - Occupational Health & Safety

Number: 30-003

Title: Occupational Health Committee:
Meeting Minutes and Inspection Reports

Saskatchewan Employment Act: 3-25, 3-27, 3-28

OHS Regulation: 31, 42

Date: January 1, 2017

Date Revised/Reaffirmed: October 29, 2018

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Purpose

The purpose of this procedure is to establish the processes related to assisting employers and workers to establish and maintain healthy and safe working conditions

Procedure

Meeting Minutes

- Names of the OHC members shall be posted on the OHC bulletin board
- The OHC shall record minutes of each meeting and keep on file with the committee.
- A copy of the meeting minutes shall be posted on the OHC bulletin board and a copy shall be sent to the SHA OHS Department by email to OHSINTAKE@saskatoonhealthregion.ca or fax to 655-0124

Inspections

- Inspection team will communicate their finding to the manager of the inspected department by entering the data into the [OHC Inspection Form Link](#)
- The OHC will review the findings of the inspection and the corrective actions or response
- If the manager of the affected area does not respond within a reasonable time, the OHC will contact the manager for a response. If a written response is still not provided, the OHC should forward the report to the area manager and also to the director requesting a response within a given time period.

Investigations

- In the event of a dangerous occurrence or serious accident, if requested by the employer the co-chairs or designates will assist the employer in the investigation of the dangerous occurrence
- When the investigation is completed, the co-chairs will assist in developing a written report. This report will be provided to all pertinent parties (OHC, manager, director and VP of the immediate area, OHS Services and the LRWS Officer). The investigation will be reviewed at the OHC meeting and will be posted along with the OHC meeting minutes.

Safety concerns presented to the OHC

- When a safety concern is brought to the OHC by a worker or manager, the co-chairs or committee members will investigate the concern and determine if it is related to the Employment Act or the SK Occupational Health and Safety Regulations. If the concern is related to the Saskatchewan Employment Act or the Occupational Health and Safety Regulations, the co-chairs or committee members will investigate the concern.
- A report will be developed with results of the investigation and recommendations and provided to the manager responsible for the area of concern and also to the party that brought up the concern
- The concern will be followed until the concern is resolved and communication will continue to occur between affected parties

Refusal to work

- Refer to SHA OHS Policy/Procedure 40-006 for the procedure and communication required when a notification of Refusal to Work occurs.

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

- Saskatchewan Association of Safe Workplaces in Health: OHC Resources:
<http://www.saswh.ca/index.php/resources/ohc-resources>

Review Dates:

January 1, 2017

March 26, 2018

October 29, 2018