



REPLACEMENT NOTICE

Saskatoon Health Region Policy:
Workplace Safety (7311-30-002)

has been replaced with

Saskatchewan Health Authority
Policy Directive:
[Workplace Safety \(SHA-02-001\)](#)
The above is a direct link.

The procedure is below.

Replacement Notice
August 17, 2018

PROCEDURE

Number: 7311-30-002

Title: Workplace Safety

Authorization

- President and CEO
- Vice President, Finance and Corporate Services

Source: Director, Worksafe and Employee Wellness

Cross Index:

Date Approved: May 12, 2004

Date Revised: July 3, 2012

Date Effective: July 20, 2012¹

Date Reaffirmed:

Scope: Former Saskatoon Health Region

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1. PURPOSE

The purpose of this procedure is to outline the former Saskatoon Health Region's (SHR's) programming and resources available that ensure the health, safety and welfare at work of all SHR staff (excluding Long Term Care Affiliates).

2. PRINCIPLES

- 2.1 The Occupational Health and Safety Department will be a resource to facilitate, consult, coach and interpret for departments/units/facilities and Occupational Health Committees in the implementation and continuing improvement of health and safety plans. In no way does this absolve management or staff of their responsibilities under *The Occupational Health & Safety Act*.
- 2.2 The former SHR OH&S Department will advise and monitor, but cannot replace the Managers' and Supervisors' roles in holding staff accountable.

3. PROCEDURE

The components of the former SHR health and safety program will include, but are not limited to, ensuring the former SHR has established:

3.1 A Safety Program that includes:

- 3.1.1 Policies and procedures that outline the roles and responsibilities.
- 3.1.2 A communication plan to raise awareness of commitment to safety and the programs that support it.

¹ Updated August 2018 to reflect "former" Saskatoon Health Region throughout.

- 3.1.3 Performance monitoring including the following indicators:
 - Incident frequency and type
 - Severity rating
 - Completion and implementation rates for safety profiles and action plans
- 3.1.4 Emergency response procedures.
- 3.1.5 Plans to control biological, chemical, environmental and physical hazards.
- 3.1.6 Policy and procedures for injury prevention programs including prevention of musculoskeletal injuries and safe object moving and client handling.
- 3.1.7 A program of orientation and ongoing education for staff, supervisors, management, volunteers, students, occupational health committees, external contractors and others as required to ensure they know about the hazards of work and how to control them and work safely.
- 3.1.8 A system to monitor and track all required education.
- 3.1.9 Processes that ensure staff understand their right to refuse work that they believe is unusually dangerous.
- 3.1.10 Procedures to report, investigate and follow up on near misses, incidents, accidents, dangerous occurrences, harassment and work refusals.
- 3.1.11 A program that works with staff and care givers to return staff to work as soon as it is safe to do so, and if this isn't possible, accommodate them to an alternate job.
- 3.1.12 A strategy for effective Occupational Health Committees that facilitate employee participation.
- 3.1.13 A process to review and revise the health and safety program a minimum of every three years.

3.2 An Occupational Health and Safety Department that provides services including:

- 3.2.1 Assistance with completing and implementing safety profiles and plans and follow-up on the implementation.
- 3.2.2 Advice to Managers regarding identifying and mitigating hazards.
- 3.2.3 Advice to Managers regarding appropriate training to support competent supervision and safe work practices.
- 3.2.4 Orientation and ongoing education to all Managers and staff in safe work practices.
- 3.2.5 Inspection and/or audit of all facilities, departments, workplaces and grounds to identify safety hazards.
- 3.2.6 Support to stop unsafe work immediately.
- 3.2.7 Support to remove from service an unsafe piece of equipment ("danger tag" it).
- 3.2.8 Notification of the Manager and Director of an area when an unsafe practice or piece of equipment has been identified.
- 3.2.9 Support to all sites' Occupational Health Committees (and representatives for facilities with less than ten (10) staff).
- 3.2.10 A liaison with the Ministry of Labour and their Officers. This includes organizing tours and inspections, coordinating reports on contraventions and ensuring corrective action is taken.

4. PROCEDURE MANAGEMENT

The management of this procedure including education, monitoring, implementation and amendment is the responsibility of Director, Worksafe and Employee Wellness.

5. 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 and or privileges; fines; and/or prosecution of individuals under the Act.