

POLICY

In cooperation with employees, Southeast College strives to create and maintain a safe workplace in order to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all employees shall be directed to preventing workplace accidents and maintaining the workplace and equipment in a safe condition. At all times, Southeast College and its employees are required to observe and comply with the requirements of the *Saskatchewan Occupational Health and Safety Act, 1996* and its regulations. Every employee who undertakes or has the authority to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from the work or task.

PURPOSE

1. Each College campus with more than ten (10) or more permanent employees (as mandated by the Occupation Health and Safety Act) will have an O H & S committee to collect information related to staff health and safety issues at that campus. This committee will be made up of College out of scope management representative(s) and College staff. Members of the committee representing workers shall elect a worker co-chairperson and the employer shall appoint an employer co-chairperson.
2. At each College site employing fewer than ten (10) employees, at least one (1) Employee Health and Safety Representative (HSR) shall be selected by employees to deal with workplace health and safety concerns.
3. They shall meet every 3 months (can meet more often if necessary) and submit the minutes of their meetings to the Facilities Manager as well as posting minutes of their meetings in a location where staff will have access to them.

SCOPE

All staff

RESPONSIBILITY/GUIDELINES

The Facilities Manager shall, at each location, in consultation with an Occupational Health Committee, be responsible for developing and publishing a comprehensive Southeast College Safety Plan and for ensuring that appropriate health and safety standards are developed, implemented and maintained in accordance with the provisions of the *Saskatchewan Occupational Health and Safety Act, 1996* and Regulations.

Managers and supervisors are directly responsible for ensuring the health and safety of employees under their supervision and for ensuring:

- Safe and healthy working conditions are maintained in their areas of responsibility;
- Employees perform their work in compliance with accepted safe work practices and procedures;

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- Adequate training is provided to employees so that tasks assigned to employees can be performed safely;
- Employees are notified of any potential hazards which may exist in and around the employee's work site;
- The safe handling, use, storage, production and disposal of chemical and biological substances;
- The need for, and safe use of personal protective equipment.

Each employee is responsible for working safely in compliance with accepted safe work practices, procedures and legislated health and safety standards.

Contractors and their workers are responsible for meeting or exceeding the requirements of the Southeast College Safety Plan, and relevant OH&S legislation.

DUTIES OF THE OCCUPATIONAL HEALTH & SAFETY COMMITTEE

The duties of the committee shall include:

1. Participation in the identification and control of health and safety hazards within the place of employment.
2. The establishment and promotion of health and safety programs for the education and information of workers.
3. The maintenance of records with respect to its duties under the Occupational Health and Safety Act.
4. The receipt, consideration, and disposition of matters respecting the health and safety of workers.
5. The investigation of any related matters referred to in the Occupational Health and Safety Act.

Procedure

At each company site employing fewer than ten (10) employees, at least one (1) Employee Health and Safety Representative (HSR) shall be selected by employees to deal with workplace health and safety concerns.

At each company site employing ten (10) or more employees, An Occupational Health Committee (OHC) shall be established. The Committee's shall deal with the location's health and safety concerns. The membership of the Committee shall be comprised equally of at least one (1) employee representative and one (1) representative of management, with a maximum of twelve (12) members.

The Facilities Manager or supervisor in charge of each College location, in cooperation with the OHC or the HSR, as appropriate, shall ensure that:

- a) Southeast College's Safety Plan is posted at each location and effectively communicated to each employee.
- b) A hazard assessment is conducted at the work site, a written report is prepared specifying the finding and any hazards or potential hazards, and the methods used to control or eliminate the hazards.
- c) A site College Safety Plan is developed and published for distribution to every employee.

APPENDIX

How to complete a minutes form:

1. Submit the complete **name, mailing address with postal code**, and the **phone number** of the organization. This information is used to mail out information to your committee and to file your minutes correctly.
2. Enter the **site address**, if it is different from the mailing address, to help us locate your committee.
3. Record the **total number of persons employed** at your workplace together, including both full-time and part-time employees.
4. Fill in the **meeting date** (Day/Month, Year).
5. Ensure meetings are held regularly. The minimum requirement for meetings is every three months. Indicate when the **next meeting** is to be held. If no date is set, scheduling of your meeting becomes more difficult.
6. Enter the **names of your co-chairpersons**. Co-chairpersons are key people and the names must be posted to ensure workers can contact them when necessary.
7. List the **names and occupations** of all your current committee members, identifying each as a worker or out of scope management member. Out of scope Management members must not outnumber worker members.
8. Indicate whether each committee member was **present or absent**. This is necessary to determine whether or not a quorum was present at the meeting.
9. Ensure a **quorum** is present at all of your meetings. A quorum exists when both out of scope management and workers are represented, at least one half of the committee is present and at least one half of those present are workers.
10. Review all the **old concerns** from the previous meeting. Do not remove any item from the minutes until you have recorded it as completed.
11. Describe all **new concerns**, problems and other business discussed at your meeting. An example of an occupational health committee agenda is included in this manual.
12. Indicate the **action taken or proposed** for each item listed, along with the **name of the person responsible** for handling it. This is essential to track issues, ensure they are dealt with, and communicate the action to those not at the meeting.
13. Decide on and record a reasonable **target date** for each item. Target dates assist in the problem-solving process and give employers and workers objectives to strive for.
14. Review all **injuries and incidents** that have occurred in your workplace and ensure steps have been taken to prevent a recurrence.
15. Ensure both **co-chairpersons**, or their designates, **sign the minutes** after reviewing the contents to determine accuracy.
16. **Send** one copy of the minutes to the **OH&S Division within two weeks of the meeting**. This is required by section 42 of *The Occupational Health and Safety Regulations, 1996*.

17. **Post** one copy of the minutes on your committee bulletin board for worker information. **Send** one copy to the employer. **Retain** one copy in your files.
18. Please enter your **OHC#** in the top right hand corner of your minutes form and use this number on any correspondence from your committee.

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Approved by: Executive Management March 2017