

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

[Organization Name] is committed to its employees' health and well-being. To that end, [Organization Name] will follow all provincially enacted legislation applicable to the province of Saskatchewan, as defined by the *Saskatchewan Employment Act* and WorkSafeSASK. Additionally, [Organization Name] acknowledges that as an employer, it bears primary responsibility for health and safety on its premises.

POLICY

Where [Organization Name] has a workforce of more than 10 employees, the company will establish an Occupational Health Committee (OHC).

Under the *Saskatchewan Employment Act*, [Organization Name] is required to establish and maintain an OHC. It will have between two and twelve members, at least half of whom will be non-management employees.

[Organization Name] appoints employer members; they cannot outnumber employee members.

An OHC will include a diverse range of workers from across different departments and levels of employment.

Selection of OHC Members

Workers must elect their committee members. Each committee will have two co-chairs, one chosen by employers, and one chosen by workers. Co-chairs have the same rights and obligations as other members, including the authority to convene and chair meetings.

Members serve 3-year terms and are eligible to serve more than once. Assure that the OHC always has a balanced representation of experienced and new members.

Training

[Organization Name] will ensure that committee co-chairs are trained in the duties and responsibilities of OHC members. Each year, members of the committee may take 5 days of education leave for occupational health and safety training. Training time will be treated as compensated work time.

Duties of the Occupational Health Committee

Several of the responsibilities of the OHC include the following:

- Assisting [Organization Name] in identifying, eliminating, or reducing hazards;
- Advising [Organization Name] on ways to improve workplace health and safety;
- Speaking with employees about health and safety concerns and assisting them in resolving them;



- Receiving and disseminating information, including publications from the OHS Division;
- Conducting routine inspections of the workplace;
- Conducting investigations into reportable incidents (accidents and dangerous occurrences);
Assisting in the development and promotion of health and safety programs, policies, and training;
- Conducting investigations into employee refusals to work; and
- Assisting [Organization Name] in adhering to OHS regulations.

An OHC's role is to advise and recommend ways to eliminate hazards to the employer.

As required by the *Saskatchewan Employment Act*, [Organization Name] will comply with the following when working with an OHC:

- Consult and cooperate with the OHC; Address the OHC's concerns or recommendations; and
- Inform the OHC in writing of the action(s) they took or will take to correct the hazard(s) or if [Organization Name] has not taken action, the reasons for not taking action.

Meetings

The OHC will meet once a month. The first meeting elects co-chairs.

Each committee meeting must have a quorum: A minimum of half of all OHC members must be present; a minimum of half of all OHC members must be workers; a minimum of one management member must be present.

Employers and employees should elect "alternate" OHC members to ensure that each OHC meeting has a quorum.

[Organization Name] will provide all OHC members with paid time off from their regular job duties to attend and prepare for meetings.

The OHC is required to record the minutes of each meeting in a format provided by the division and keep them on file with the committee.

The OHC must post a copy of the minutes in a location readily accessible to workers at their place of employment until all concerns documented in the minutes are resolved.

[Organization Name] will keep a copy of the minutes and make them readily available for inspection by a committee member or occupational health officer.