3.3.1 Training and Communication – ***Occupational Health Committee (OHC)*** – OHC

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| --- | --- | --- | --- |
| Agency’s Name and Logo | Element: Training and Communication | | Policy #3.3.1 |
| Sub-element: OHC | | Approved by: |
| Date: | Date Revised: |  |

***Purpose***

The purpose of this policy is to ensure that the (agency) establishes Occupational Health Committees (OHC) to oversee, audit, monitor, and consult in collaboration between the employer and workers regarding safety in the workplace. The attached Policy Supplement provides specific responsibilities and recommended terms of reference with respect to establishing OHCs (e.g., membership, standard agenda).

***Policy***

The (agency) will ensure that each workplace under its administration establishes an OHC in accordance with legislation.

***Interpretation***

Each worksite with more than 10 workers should have its own OHC. At each place of employment where there are more than 4 and less than 10 workers of one employer, the employer will designate a person as the occupational health and safety representative.

Where a representative is required it is recommended that the employer establish a Safety Committee which involves having worker and management representatives from each of the work areas.

***Evaluation***

This policy shall be reviewed every three years by the (agency) as part of the safety program review and/or whenever there is a change in circumstances that may affect the health and safety of workers or a change in legislation.

*Expected Outcomes (indicators of policy impact)*

* The organization has an OHC.
* The OHC:
  + functions according to legislation and best practices;
  + meets as required;
  + performs inspections;
  + has processes to receive employee concerns
* OHC minutes are reviewed by management.
* OHC minutes are posted on a safety bulletin board.

***References***

*Saskatchewan Employment Act (2019)*, Sections 3-22 to 3-30.

*Occupational Health and Safety Regulations (2020),* 4-1 to 4-12.

<http://www.saswh.ca/index.php/programs/ohc-level-i-ii-training>

**Policy Supplement I - 3.3.1 OHC – Occupational Health Committee – Responsibilities, Suggested Terms of Reference**

***Responsibilities***

The duties and functions of the OHC are to:

* Receive, consider, investigate, and resolve health and safety concerns.
* Hold regular meetings.
* Establish goals and objectives for the Safety Management System (SMS).
* Provide input and advise the employer on health and safety matters in the workplace.
* Communicate with the employer and workers on safety matters.
* Assist the employer and participate in the identification and control of health and safety hazards in the worksite(s).
* Participate in the implementation and monitoring of programs designed to prevent workplace hazards.
* Participate in the development and implementation of safe work practices and procedures.
* Assist the employer to review policies and develop, promote, and deliver educational health and safety programs for workers at the worksite(s).
* Coordinate and conduct regularly scheduled formal inspections of the workplace at reasonable intervals.
* Investigate workplace incidents and refusals to work.
* Assist the employer in the assessment and investigation of worker exposure to hazardous substances.
* Participate in the implementation and monitoring of the provision of personal protective equipment, clothing, devices, or materials to protect workers from hazards.
* Ensure adequate records are maintained with regards to workplace incidents, injuries, investigations, and inspections.
* Ensure that the principles of privacy and personal information protection are adhered to.  The OHC may receive or become privy to sensitive personal information from time-to-time.  The OHC has the responsibility to maintain strict confidentiality regarding the disclosure of "sensitive" information.
* Monitor the overall workplace safety management system to ensure it is working properly.
* Cooperate with the Ministry of Labour Relations and Workplace Safety, Occupational Health & Safety Division officers (OHOs) or anyone acting in an OH&S capacity under the legislation.

***Terms of Reference***

**Membership**

* Each OHC shall be comprised of at least two, and not more than twelve, persons where at least half the members must represent workers other than workers connected with management.
* The employer ensures that worker members equitably represent groups of workers.
* At no time should the employer members exceed the number of worker members.
* The employer selects the employer members.
* Worker members are elected by the workers or appointed in accordance with the constitution or bylaws of the Trade Union(s) of which the workers are members.
* Term of office is not to exceed three years.
* Members may hold office until a successor is designated and may be re-designated for a second or subsequent term.
* Alternate members may be appointed to replace regular members in the event of illness.
* A list of OHC membership and how to contact each member, must be posted in each workplace on the occupational health and safety bulletin board.

**Co-Chairpersons**

* The committee shall have two co-chairpersons; one designated by the employer and one elected by the worker committee members.
* Co-chairpersons must keep their co-workers informed.
* Both co-chairpersons have equal rights and responsibilities.
* The employer co-chairperson and the worker co-chairperson should set the agenda and alternate chairing the OHC meetings.

**Meetings**

* The OHC will develop and implement a three-year master plan for meetings.
* The OHC shall meet regularly, a minimum of four times per year, at intervals not exceeding three months.
* Meeting dates must be posted annually in each workplace.
* Meetings may be held more often as determined by the committee, by the co-chairpersons, or by an OH&S Division OHO according to the OH&S regulations, section 4-4, 4-7, and 4-12.
* Special meetings may be called by either of the co-chairpersons or an OH&S Division OHO.
* A quorum must be present for all meetings. A quorum consists of half of the committee membership, where at least half of those present are worker representatives, and where representatives of both employer and worker are present.
* Attendance at OHC meetings or OH&S business is considered time at work with no loss of pay or benefits.

**Minutes**

* Minutes of the meeting must be recorded in a format provided by the Ministry of Labour Relations and Workplace Safety.
* Both co-chairpersons must sign the minutes.
* Minutes must be posted in a readily accessible location in the workplace (i.e., OHS bulletin board).

**Training**

* Co-chairpersons will be trained respecting their duties and functions.
* Committee members must be provided with training to enable them to understand applicable OH&S legislation, rights, responsibilities, duties, and functions (e.g., workplace inspections, incident investigations, refusal to work investigations). This training is considered as time at work with no loss of pay or other benefits.
* Committee members may be granted not more than five working days per year to attend training programs, seminars, or courses of instruction.
* Where the training is provided by an approved training agency, there will be no loss of pay or other benefits.
* Committee members are expected to read the LRWS OH&S Committee Manual.

**Agenda Template**

**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

**AGENDA**

Meeting No. \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_am/pm

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Welcome and Introductions of New Members/Guests

1.1 Establish Quorum

2. Regrets

3. Review of the Minutes of the Previous Meeting

4. Business Arising

4.1 Recommendations from previous meeting

4.2

4.3

5. Standing Items

5.1 Master Plan

5.1.1. Facility Inspection and Hazard Reports (unsafe conditions)

5.1.2. Development and Review of Policies and Forms

5.1.3 Review of Saskatchewan Employment Act, PART III, OHS

5.1.4 Review of OHS Regulations

5.1.5 Review Injury Statistics

5.1.6 Review Infection Control Program

5.1.7. Staff Awareness/Safety Talks

5.2 Incident Reports (Safety Book)

5.3 First Aid Reports

5.4 Investigation Reports

5.5 Near Miss Reports

5.6 Training Plan

5.7 Recommendations to the Employer

6. New Business

7. Correspondence

8. Next Meeting

**Policy Supplement II – 3.3.1 Occupational Health and Safety Committee**

Occupational Health and Safety Committee – Three Year Master Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year 1  (2016) | 1st Quarter (Jan – March) | 2nd Quarter (Apr – June) | 3rd Quarter (July – Sept) | 4th Quarter (Oct – Dec) |
| Occupational Health and Safety Committees | Duties and Responsibilities | Rights, OHS Program, Worker Participation | Orientation and Training |
| **Facility Inspection**  **Review:** Act 3-22 to 3-28  (OHCs and OH&S Representatives)  **Review:** Regulations 4-1 – 4-12  (Committees and Representatives)  **Review:** Regulation 3-11  (Health and Safety Program) | **Facility Inspection**  **Review**: Act 3-8 to 3-15  (General Duties)  **Review:** Regulations 3-1 to 3-7, 31-2  (General Duties) (Additional Requirements for Supervisors in Health Care Facilities)  **Spring Clean Up:** Chemical/Biological (Part 21)  WHIMIS 2015(Part 22)   * Review the inventory/list (Regulation 21-1) * Assure that storage areas are clean | **Facility Inspection**  **Review:** Act 3-16, 3-20, 3-31 to 3-37  **Review:** Regulations 3-11 | **Facility Inspection**  **Review:** Act 3-8(f), 3-81  **Review:** Regulations 3-1(c), 3-8, 4-9, 31-2(3)(b) |
| **Review:** Policies and Forms (OHC Policy, OHC Reporting forms)  **Review**: Terms of Reference  **Review:** Statistics | **Review:** Policies and Forms (Statement of Commitment/ Corporate policy, Duties and Responsibilities)  **Review:** Statistics | **Review:** Policies and Forms (Reporting Safety Concerns, OHS Program Review, Right to Refuse policy and procedure)  **Review:** Worker participation strategy  **Review:** Statistics | **Review:** Policies and Forms (Orientation, training, checklists)  **Review:** Training plan  **Review:** Statistics |
| **Review:** Infection Control  **Staff Awareness:** Occupational Health and Safety Committee duties and responsibilities. | **Review**: Infection Control  **Staff Awareness:** Duties and Responsibilities under organizational policies and OHS legislation. | **Review:** Infection Control  **Staff Awareness:** Reporting, three rights, right to refuse, discriminatory action, OHS Program. | **Review:** Infection Control  **Staff Awareness:** TLR, PART. Certifications and refreshers. |
| Year 2  (2017) | 1st Quarter (Jan – March) | 2nd Quarter (Apr – June) | 3rd Quarter (July – Sept) | 4th Quarter (Oct – Dec) |
| Inspections | Hazard Identification, Investigations | Harassment, Violence | MSI, Shiftwork |
| **Facility Inspection**  **Review:** Act 3-27(a), 3-63 to 3-64  **Review**: Regulations 3-11(e), 3-17  **Review:** Health and Safety Program | **Facility Inspection**  **Review Act**: 3-27(a), 3-47 to 3-51  **Review Regulations**: 2-2, 2-3, 3-18 to 3-20, 21-1 to 21-13  **Spring Clean Up:** Chemical/Biological | **Facility Inspection**  **Review:** Act 3-1(l), 3-1(i), (4), (5), 3-21  **Review:** Regulations 3-8(3)(f), 3-24 to 3-27 | **Facility Inspection**  **Review:** Act 3-1(o)  **Review:** Regulations 6-15 to 6-19, 31-4 |
| **Review:** Policies and Forms (Internal Workplace Inspections, inspection checklists, equipment checklists)  **Review**: Statistics | **Review:** Policies and Forms (Hazard Identification and Control, Risk Matrix, Incident Investigations, Root cause analysis)  **Review:** Statistics | **Review:** Policies and Forms (Anti-Harassment checklist and policy, Violence policy and prevention plan, working alone)  **Review:** Statistics | **Review**: Policies and Forms (MSI, Safe work practices and procedures, shiftwork)  Review: Statistics |
| **Review**: Infection Control  **Staff Awareness**: Benefits of Inspections, sharing the results, checklists. | **Review:** Infection Control  **Staff Awareness**: Exposure control plan, hazard identification and control. | **Review:** Infection Control  **Staff Awareness**: Harassment, violence prevention plan, working alone, PART. | **Review:** Infection Control  **Staff Awareness**: TLR, Risks associated with MSI and Shiftwork. |
| Year 3  (2018) | 1st Quarter (Jan – March) | 2nd Quarter (Apr – June) | 3rd Quarter (July – Sept) | 4th Quarter (Oct – Dec) |
| PPE | Emergencies | Job Safety Analysis | OHS Compliance |
| **Facility Inspection**  **Review:** Act  **Review**: Regulations 3-6(b)(iv), 6-22 to 7-16, 31-2(2)(c) | **Facility Inspection**  **Review**: Act  **Review:** Regulations 3-8(1)(a), 3-11(1)(b)  **Spring Clean Up:** Chemical/Biological | **Facility Inspection**  **Review**: Act 3-8(a)  **Review**: Regulations 3-8(2)(d), 3-11(1)(b) | **Facility Inspection**  **Review:** Act 3-38 to 3-46, 3-52, 3-78 to 3-82. Review relevant sections not yet covered  **Review**: Regulations review relevant sections not yet covered  **Review**: Summary Offence Tickets |
| **Review:** Policies and Forms (PPE, PPE Universal Precautions, Preventative Maintenance, Procurement)  **Review**: Statistics | **Review:** Policies and Forms (Emergency preparedness plan, required codes)  **Review:** Training plan and evaluation process  **Review:** Statistics | **Review:** Policies and Forms (Job Safety Analysis, Job Task Analysis, safe work practices and procedures)  **Review:** Statistics | **Review:** Policies and Forms (Officers reports, compliance assurance, notices of contravention)  **Review:** Relevant policies not yet covered  **Review:** Statistics |
| **Review:** Infection Control  **Staff Awareness**: Importance of PPE, Principles of Control. | **Review:** Infection Control  **Staff Awareness**: Emergency preparedness implementation of the plan, training and follow-up. | **Review**: Infection Control  **Staff Awareness**: Job Safety Analysis reviews. | **Review:** Infection Control  **Review:** 3 Year Master Plan  **Staff Awareness**: OHS compliance, internal accountability process. Policies not yet covered. |

Jg/Updated: November 19th, 2014