

**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

**TERMS OF REFERENCE**

**1. NAME OF THE COMMITTEE(S)**

The Committee(s) shall be known as Occupational Health and Safety Committee, (Agency Name).

**2. PURPOSE OF THE COMMITTEE**

The purpose of the Joint Occupational Health and Safety Committee is to work cooperatively to identify and resolve health and safety issues and prevent occupational injuries and diseases in the workplace.

**3. COMPOSITION OF THE COMMITTEE**

Membership of the committee shall be a maximum of 12 representatives.

The worker member shall be elected from the workers they will represent and must not be involved in management. The employer is required to establish an OHS Committee at the place of employment (SEA, 3-22, OHS Regulations section 4-2).

The Employer will appoint the management representative. Management representatives must not outnumber worker representatives.

Names of members and who they represent shall be posted on the OHS bulletin board.

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| **NAME** | **CLASSIFICATION** | **REPRESENTING**  |
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**4. TRAINING**

 Training for the Occupational Health and Safety Committee should include:

* New member orientation
* SASWH Level I and Level II
* SASWH Effective Occupational Health and Safety Committees

**5. DUTIES AND FUNCTIONS OF THE COMMITTEE**

 Saskatchewan Employment Act, 3-27

* to participate in the identification and control of health and safety hazards in or at the place of employment;
* to establish, promote and recommend the means of delivery of health and safety programs for the education and information of workers;
* to maintain records with respect to the duties of the committee pursuant to this section;
* to investigate any matter mentioned in section 3-31 (Right to Refuse)
* to receive, consider and resolve matters respecting the health and safety of workers;
* to carry out other duties that are specified in this Act or prescribed in the regulations.

**General**

* helping to identify and resolve health and safety concern of workers
* receiving and distributing information, including publications sent from the OHS Division, LRWS
* inspecting the workplace regularly
* meeting regularly to discuss occupational health and safety issues and concerns
* recording minutes of meetings
* investigate incidents and near misses
* reporting of accidents and dangerous occurrences as required under the Act
* helping to establish and promote health and safety programs and policies
* helping to develop and promote health and safety training
* prepare recommendation(s) for the employer
* reporting procedure for raising concerns and recommendations is as follows:
* Executive Director
* Labour Relations and Workplace Safety

**6. CO-CHAIRS**

The committee will elect co-chairs from its membership with the worker representatives selecting a co-chair and the employer representatives selecting a co-chair.

Both co-chairs shall:

* control the meetings
* add additional action items to the standard agenda as required
* review previous meeting reports and material prior to the meetings
* arrange for a meeting place
* notify members of meetings
* prepare meeting reports
* forward recommendations to the employer for a response
* prepare correspondence

**7. MEETINGS**

The committee will meet quarterly on the ( ) week of the month in January, April, July and October unless otherwise agreed to by the majority of the committee. The location of the meetings shall be as determined by consensus of the Committee.

Quorum for the committee to make decisions must consist of half of the members being present, half of which must be worker representatives. At least one employer representative must be present.

**8. TERMS OF OFFICE**

Committee members will serve a three-year term, and may be reappointed to serve subsequent terms. Terms of the committee members may be staggered between odd and even years; and it would be preferable that no more than one half of the committee should be new at any time.

If a member chosen by the workers is unable to complete their term of office, the workers will choose another member. If a member appointed by the employer is unable to complete the term of office, the employer will appoint another member.

**9. AGENDA AND MEETING REPORTS**

The standard agenda, prepared jointly by the co-chairs, will be distributed to the members prior to the meeting. All members should be given an opportunity to contribute to the agenda.

Minutes of the meeting should be prepared as soon as possible after the meeting, signed by the co-chairs and forwarded to senior management/Board. Minutes must be posted on the OHS bulletin board and filed for future reference.

All issues and concerns must remain on the minutes until they are resolved.

**10. RECORDS**

 The committee will keep accurate records of all matters that come before it.

Minutes should be kept for a period of at least 5 years from the date of the meeting to which they relate, or until the concern is resolved.

First aid records should be kept for at least 5 years; education and training related records should be kept for at least 5 years after the training session.

**11. GUIDELINES FOR RECOMMENDATIONS TO THE EMPLOYER**

Decisions regarding recommendations for corrective action are to be reached through consensus and not by majority vote. When making decisions, the following process will be followed:

* identify the OHS issue/concern
* review supporting information, background/history
* consider all possible solutions
* decide upon the recommendations
* include supporting documentation and rationale for the recommendations
* forward the written recommendations to the Executive Director/Board
* follow up to ensure a written response is received outlining the corrective action, or the reasons why corrective action is not being taken

Develop a specific reporting structure and escalation procedure to prevent issues being stalled and to ensure prompt follow up on issues and concerns.

* Within two (2) weeks to the Executive Director
* LRWS

**12. ASSISTANCE IN RESOLVING DISAGREEMENTS WITHIN THE COMMITTEE**

If the OHS committee is unable to reach agreement on a matter relating to the health and safety of workers at the workplace, a co-chair of the committee may ask for assistance from the Saskatchewan Association of Safe Workplaces in Health (SASWH) or report the concern to the OHS Division, LRWS who may investigate and attempt to resolve the matter. Any member of the OHS committee, or any worker, may contact the OHS Division at any time for resolution.

**13. AMENDMENTS**

The Terms of Reference will be reviewed and amended if necessary at the January meeting each year. The terms of reference may be amended at any time by vote of the committee members.

If there are revisions to the terms of reference, the employer and both co-chairs will sign and date the new document.

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**14. CONTACT INFORMATION**

 **LRWS:**

Regina (306) 787-4496; Toll free 1-800-567-7233

Saskatoon (306) 933-5052; Toll free 1-800-667-5023

**SASWH:**

306-545-5595

**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, 2020

 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