**Administrative Procedure**

**OCCUPATIONAL HEALTH COMMITTEE (OHC)**

# Background

(Enter School Division) will ensure that each workplace under its administration will establish Occupational Health Committees (OHC) to oversee, audit, monitor and consult in collaboration between the employer and workers regarding safety in the workplace. All sites in the Division shall establish and maintain an Occupational Health Committee in compliance with *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020*.

# Procedures

Each worksite with more than 10 workers should have its own OHC. At each worksite where there are more than four 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.

***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.

**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.
* An in-school administrator shall serve as the employer Co-Chair.
* Worker members are elected by the workers or appointed in accordance with the constitution or bylaws of the 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 Occupational Health Officer (OHO) according to the OH&S regulations, section 44-4, 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.

Reference:

*The Saskatchewan Employment Act,* Sections 3-22 to 3-30.

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