

## Occupational Health Committees

**Consider holding this safety talk at the OH&S bulletin board or where the OHC Minutes and list of members are posted.**

The *Saskatchewan Employment Act* (Part III, Division 4) states that employers must have one of the following in place:

- a) where 10 or more workers of one employer work, an occupational health committee must be established; or
- b) where less than 10 workers of one employer work, an occupational health and safety representative must be designated.

We have an occupational health committee (OHC). At least half of the members must represent workers who are not management. These workers are elected by other non-management workers and represent you. The length of a designated term to participate on the OHC is not to exceed three years; however, members may be re-designated for more than one term.

**You may wish to have the names of your OHC co-chairpersons: one represents workers and one represents management.**

The OHC is required by legislation to meet at least once every three months. Meetings can be held more often if there are particular hazards or circumstances, if there are complex operations (processes, procedures) or based on the number of workers. Minutes of each meeting must be kept and these are posted **state the location where the Minutes are posted**. A copy of the Minutes must be available in the workplace for inspection by an Occupational Health Officer or an OHC member.

The names of our OHC members must be posted in a visible location. The list of our OHC members is posted **state the location where the list is posted**.

In general, the duties of our OHC are to:

- participate in the identification and control of health and safety hazards
- co-operate with our occupational health and safety services department
- establish, promote and recommend how health and safety programs are delivered for our education and information
- keep records on the duties of the OHC
- to investigate any refusal to work
- to receive, consider and resolve any health and safety matters that you might have
- to carry out other duties in the occupational health and safety legislation

**Consider a quick review of a previous copy of the Minutes. Mention one or more of the health and safety matters that the OHC received and the work being done.**

The OHC members are available to receive and investigate concerns you may have regarding health and safety during each member's normal working hours. You may be asked to fill out a worker concern form. You should see this concern, follow-up and progress noted on an upcoming copy of the Minutes.

### Safety Talk Discussion

**Be Accountable: Choose safety - work safe - and go home injury free!**