# Occupational Health Committee Agenda Template

1. Approval of Agenda
2. Approval of Minutes
3. Old Business
   1. Contraventions
   2. Recommendations c.

d.

1. New Business
   1. Review musculoskeletal activities
   2. Incident/injury reports
   3. Inspections d.

e.

1. Review Saskatchewan Employment Act

a. 3-38 to 3-46

1. Review OH&S regulation sections

a. 3-9, 4-2 – 4-7, 4-9, 4-11, 6-1 – 6-4, 6-7 – 6-14 and 6-18

1. Complete the
   1. *Occupational Health Committee Analysis*
   2. *General Health Requirements*
   3. *General OH&S Awareness – Worker Survey*

*Note all deficiencies must be accompanied by recommended actions*.

1. Safety program policy review – review safety program policies
   1. *3.8 – Preventative Maintenance*
   2. *3.9 – Workplace Inspections*
2. Plan staff awareness
   1. Occupational Health Committee awareness
3. Adjournment

# Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **Saskatchewan Employment Act** | | | | | |
| **3-38** | Compliance undertakings and notices of contraventions | All committees | (1) An occupational health officer shall act pursuant to subsection (2) if the occupational health officer is of the opinion that a person:  (a) is contravening any provision of this Part or the regulations made pursuant to this Part; or  (b) has contravened any provision of this Part or the regulations made  pursuant to this Part in circumstances that make it likely that the contravention will continue or will be repeated.  (2) In the circumstances mentioned in subsection (1), the occupational health officer shall:  (a) subject to subsection (4), require the person to enter into a compliance undertaking; or  (b) serve a notice of contravention on the person.  (3) For the purposes of subsection (2):  (a) a compliance undertaking must:  (i) be in writing and in the form approved by the director of occupational  health and safety;  (ii) contain a description by the occupational health officer of the action  to be undertaken by the person; and  (iii) contain the person’s signed commitment to:  (A) comply or improve compliance with the contravened provision  of this Part or the regulations made pursuant to this Part within a  period specified by the occupational health officer in the compliance undertaking; and  (B) provide a progress report in accordance with section 3‑43; and  (b) a notice of contravention must:  (i) cite the contravened provision of this Part or of the regulations made  pursuant to this Part;  (ii) state the reasons for the occupational health officer’s opinion; and  (iii) require the person to remedy the contravention within a period specified by the occupational health officer in the notice of contravention.  (4) An occupational health officer shall not allow a person to enter into a compliance undertaking if a provision of this Part or the regulations made pursuant to this Part requires that a notice of contravention be issued.  (5) An occupational health officer may serve a notice of contravention on a person notwithstanding that the person has entered into a compliance undertaking if:  (a) the person fails to comply with the compliance undertaking or to provide  a progress report in compliance with section 3‑43; or  (b) in the opinion of the occupational health officer, it is necessary to do so  to prevent a risk to the health and safety of a worker or it is otherwise in the public interest. | “compliance undertaking” means a compliance undertaking entered  into pursuant to section 3‑38  “notice of contravention” means a notice of contravention served  pursuant to section 3‑38 | None – general knowledge for committees |
| **3-39** | Directions to remedy  contravention | All committees | A notice of contravention may include directions as to the measures to be taken to remedy the contravention to which the notice relates, and the directions must, if  practicable, give the person on whom the notice is served a choice of different ways of remedying the contravention. |  | None – general knowledge for committees |
| **3-40** | Contravention involving risk to health and safety | All committees | If an occupational health officer is of the opinion that a contravention of this Part or the regulations made pursuant to this Part involves or may involve a risk  to the health or safety of a worker, the occupational health officer may direct in the notice of contravention that any activity to which the notice of contravention relates shall not be carried on after the period specified in the notice or until the  contravention specified in the notice has been remedied, whichever occurs first. |  | For example, X must be repaired by this date. If not repaired, X must be taken out of service. |
| **3-41** | Contravention involving serious risk to health and safety | All committees | (1) If an occupational health officer is of the opinion that a contravention of this Part or the regulations made pursuant to this Part involves or may involve a  serious risk to the health or safety of a worker, the occupational health officer shall, in the notice of contravention, require the cessation of work that involves a serious  risk to workers arising from that contravention until the requirement to cease work has been withdrawn by an occupational health officer.  (2) Notwithstanding subsection (1), if an occupational health officer requires the immediate cessation of any work at or the evacuation of workers from a place of employment or a worksite pursuant to subsection (1), the person on whom the notice of contravention is served may, subject to any direction given by the occupational health officer, carry out or cause workers to carry out the activities or measures necessary to remedy the contravention. |  | None – general knowledge for committees |
| **3-42** | Copy of compliance undertaking or notice of  contravention | All committees | If a person enters into a compliance undertaking or an occupational health officer serves a notice of contravention on any person, the occupational health  officer shall:  (a) if there is an occupational health committee or an occupational health and safety representative at the place of employment with respect to which the compliance undertaking or notice of contravention applies, provide  the occupational health committee or the occupational health and safety representative with a copy of the compliance undertaking or notice of contravention; or  (b) if there is no occupational health committee or occupational health and safety representative at the place of employment with respect to which the compliance undertaking or notice of contravention applies, post a copy of the compliance undertaking or notice of contravention in a conspicuous location at that place of employment. |  | None – general knowledge for committees |
| **3-43** | Progress report | All committees | Within five business days after the end of the period specified in a compliance undertaking or notice of contravention within which a contravention is to be remedied, the person who entered into the compliance undertaking or on whom the notice of contravention is served:  (a) shall:  (i) provide the occupational health committee or occupational health and  safety representative at the place of employment with respect to which the compliance undertaking or notice of contravention applies with a written report of the progress that has been made towards remedying each contravention of this Part or the regulations made pursuant to this Part that is stated in the compliance undertaking or notice of contravention; or  (ii) if there is no occupational health committee or occupational health and safety representative at the place of employment with respect to which the compliance undertaking or notice of contravention applies, post in a conspicuous location at the place of employment a written report of the progress that has been made towards remedying each contravention of this Part or the regulations made pursuant to this Part that is stated in the compliance undertaking or notice of contravention; and  (b) shall provide the occupational health officer who received the compliance undertaking or who served the notice of contravention with a written report of the progress that has been made towards remedying each contravention of this Part or the regulations made pursuant to this Part that is stated in the compliance undertaking or notice of contravention. | If there is no OHC (i.e., wellness centres), the progress report must be posted in the workplace. | None – general knowledge for committees |
| **3-44** | Reassignment to alternate work | All committees | If an occupational health officer has served on an employer a notice of  contravention that includes a requirement mentioned in section 3‑41, the employer shall assign to alternative work, without loss of pay, his or her workers who are no  longer able to work at a worksite with respect to which the notice of contravention applies until the workers are permitted by an occupational health officer to resume their work at the worksite. |  | None – general knowledge for committees |
| **3-45** | Withdrawals of certain requirements | All committees | An occupational health officer may withdraw any requirement for the cessation of work mentioned in section 3‑41 that is included in a notice of contravention if the  occupational health officer is satisfied that the contravention with respect to which the cessation of work was required has been remedied. |  | None – general knowledge for committees |
| **3-46** | Notices of contravention that do not take immediate effect | All committees | If a notice of contravention that is not to take immediate effect has been served:  (a) the notice may be withdrawn by an occupational health officer at any time before the end of the period specified in the notice; or  (b) the period specified pursuant to clause (a) may be extended or further extended by an occupational health officer at any time except when an appeal  against the notice is pending. |  | None – general knowledge for committees |
| **Occupational Health and Safety regulation** | | | | |  |
| **3-9** | Workers’ contact with officers | All committees | (1) During an inspection or investigation by an officer at a place of employment, an employer shall allow one of the following to accompany the officer:  (a) the worker co-chairperson or, in the co-chairperson’s absence, any other worker that the committee may designate to represent workers;  (b) where there is no committee, a worker designated by the trade union representing workers;  (c) where there is no trade union representing workers, a worker designated by an officer;  (d) the representative.  (2) An employer shall permit any worker or group of workers to consult with an officer during an inspection or investigation at a place of employment.  (3) An employer shall ensure that any time in which a worker consults with an officer, assists an officer or accompanies an officer during an inspection or investigation is considered as time at work and that the worker loses no pay or other benefits. |  |  |
| **4-2** | Designation of committee members | All committees | An employer or contractor who is required to establish a committee shall:  (a) in designating the members:  (i) select persons to represent the employer or contractor on the committee; and  (ii) ensure that there is a sufficient number of members representing workers on the committee to equitably represent groups of workers who have substantially different occupational health and safety concerns; and  (b) designate members for a term not exceeding three years.  (2) Members of a committee hold office until a successor is designated, and may be re-designated for a second or subsequent term. |  | Does your committee represent all different work groups at your facility?  How long have members been on the committee? Does it exceed 3 years? |
| **4-3** | Quorum and certain votes | All committees | (1) A quorum consists of one-half of the members of a committee, where:  (a) representatives of both employers and workers are present; and  (b) at least one-half of the members present represent workers.  (2) Any business of a committee that is transacted where a quorum is not present is not validly transacted, and any meeting of a committee that is held where a quorum is not present is not a valid meeting of the committee.  (3) Decisions of a committee with respect to refusals to work pursuant to ~~section 23~~ 3-31 of the Act must be by unanimous vote of members of the committee who are present. |  | Do you have meetings that meet quorum at least once every three months? |
| **4-4** | Frequency of meetings | All committees | (1) Subject to subsection (2), a committee shall:  (a) hold its first meeting within two weeks after being established;  (b) hold three subsequent meetings at intervals not exceeding one month; and  (c) after that, hold regular meetings at intervals not exceeding three months.  (2) The director may require a committee to meet more frequently than subsection (1) requires because of any of the following factors at the place of employment:  (a) the existence of particular hazards or circumstances;  (b) the complexity of the operation;  (c) the number of workers. |  | Are meetings scheduled, at a minimum, every 3 months? |
| **4-5** | Minutes | All committees | (1) A committee shall:  (a) record minutes of each meeting in a format provided by the division and keep the minutes on file with the committee;  (b) Repealed. 21 Mar 2014 SR 5/2014 s3.  (c) post a copy of the minutes at a location that is readily accessible to workers at the place of employment until all concerns recorded in the minutes are resolved.  (2) The employer shall maintain a copy of the minutes and have them readily available for inspection by a committee member or an occupational health officer. |  | Are minutes posted in the facility?  Are minutes posted until all recorded concerns have been resolved?  Do all committee members know where/ who to go to if copies of past meeting minutes are requested by an occupational health officer? |
| **4-6** | Co-chairpersons | All committees | 43(1) At the first meeting of a committee:  (a) members of the committee representing workers shall elect a worker co-chairperson from among their number; and  (b) the employer or contractor shall appoint an employer or contractor co-chairperson from the members of the committee representing the employer or contractor.  (2) An employer or contractor co-chairperson shall keep the employer or contractor informed of the activities, concerns and recommendations of the committee and of any information addressed to the committee.  (3) A worker co-chairperson shall keep the workers informed of the activities, concerns and recommendations of the committee and of any information addressed to the committee.  (4) An employer or contractor shall facilitate the discharge of the worker co-chairperson’s duties during normal work hours by permitting meetings of workers or by other means that are appropriate in the circumstances. |  | Have the worker representatives elected their co-chair?  Does the worker co-chair communicate/ coordinate worker related activities?  Does the employer co-chair communicate/ coordinate employee related activities? |
| **4-7** | Special meetings | All committees | Either co-chairperson may call a special meeting of a committee to deal with urgent concerns, imminent dangers to health or safety, investigations of accidents or dangerous occurrences or refusals to work pursuant to ~~section 23~~ 3-31 of the Act. |  | None – general knowledge for committees |
| **4-9** | Training of representatives, committee members | All committees | (1) At a place of employment where a representative is designated, an employer shall ensure that the representative receives training respecting the duties and functions of a representative.  (2) At a place of employment where a committee is established, an employer or contractor shall ensure that the co-chairpersons of the committee receive training respecting the duties and functions of a committee.  (3) Where a member of a committee or a representative gives reasonable notice, an employer or contractor shall permit the member or representative to take leave for a period or periods of not more than five working days per year to attend occupational health and safety training programs, seminars or courses of instruction.  (4) Where a member of a committee or a representative attends a training program, seminar or course of instruction on health and safety matters conducted or provided by the division or by an approved training agency, an employer or contractor shall credit the member’s or representative’s attendance as time at work and ensure that the member or representative loses no pay or other benefits. |  | Have the co-chairs been trained in their duties?  Are members aware they can attend training sessions? |
| **4-11** | Opportunity for necessary activities | All committees | (1) An employer or contractor shall ensure that:  (a) the members of a committee or a representative are allowed to examine any log book, inspection report or other record that the employer or contractor is required to keep at the place of employment pursuant to the Act or any regulations made pursuant to the Act;  (b) members of a committee or a representative have reasonable opportunity, during normal working hours and without loss of pay or other benefits, to receive and investigate concerns, to inform workers of the provisions of the Act or any regulations made pursuant to the Act or to conduct other business proper to the functioning of the committee or the representative;  (c) members of a committee have reasonable opportunity to hold a special meeting pursuant to section 44 at any time; and  (d) a representative has reasonable opportunity to hold a special meeting pursuant to subsection 47(2) at any time.  (2) An employer or contractor shall ensure that no member of a committee or representative who participates in a regular meeting held pursuant to section 41 or subsection 47(1) or in a special meeting held pursuant to section 44 or 49 or subsection 47(2) loses any pay or other benefits as a result of that participation. |  | Are members given the opportunity to perform duties during normal work hours? |
| **6-1** | Sanitation | All committees | (1) An employer, contractor or owner shall ensure that a place of employment is sanitary and kept as clean as is reasonably practicable and shall ensure, to the extent that is reasonably practicable, that:  (a) dirt and debris are removed at least daily by a suitable method from all floors, working surfaces, stairways and passages;  (b) floors are cleaned at least once each week by washing, vacuum cleaning or any other effective and suitable method; and  (c) all inside walls, partitions, ceilings, passages and staircases are clean and are suitably finished and maintained.  (2) Where a worker may be exposed to refuse, spills or waste materials that may pose a risk to the worker’s health or safety, an employer or contractor shall ensure that the refuse, spill or waste material is removed by a suitable method from the worksite as soon as is practicable. | “reasonably practicable” means practicable unless the person on whom a duty is placed can show that there is a gross disproportion between the benefit of the duty and the cost, in time, trouble and money, of the measures to secure the duty  “practicable” means possible given current knowledge, technology and invention | Is dirt/debris removed daily from floors/ surfaces?  Are floors cleaned at least weekly?  Are walls, ceilings, partitions suitably maintained?  Are spills that pose risk to safety removed as soon as possible? |
| **6-2** | Ventilation and air supply | All committees | An employer, contractor or owner shall:  (a) ensure the adequate ventilation of a place of employment; and  (b) to the extent that is reasonably practicable, render harmless and inoffensive, and prevent the accumulation of, any contaminants or impurities in the air by providing an adequate supply of clean and wholesome air and maintaining its circulation throughout the place of employment. |  | Doe the facility have adequate ventilation?  Does it prevent the accumulation of impurities, etc. |
| **6-3** | Mechanical ventilation | All committees | (1) An employer, contractor or owner shall provide a mechanical ventilation system in a place of employment that is sufficient and suitable to protect the workers  against inhalation of a contaminant and to prevent accumulation of the contaminant and ensure that the mechanical ventilation system is maintained and properly used,  where any work, activity or process in the place of employment gives off:  (a) a dust, fume, gas, mist, aerosol or vapour or other contaminant of a kind and quantity that is likely to be hazardous to workers; or  (b) substantial quantities of contaminants of any kind.  (2) An employer, contractor or owner who provides a mechanical ventilation system at a place of employment, whether required by subsection (1) or not, shall ensure that the system provides sufficient fresh and tempered air to replace the air exhausted by ventilation.  (3) Where practicable, an employer, contractor or owner shall ensure that a mechanical ventilation system required by subsection (1):  (a) includes local exhaust ventilation that is installed and maintained at  or near the point of origin of the contaminant so as to prevent effectively the contaminant from entering the air of the place of employment; and  (b) is equipped with a device that will provide a warning to workers when the system is not working effectively.  (4) An employer, contractor or owner shall ensure that contaminants removed by a mechanical ventilation system required by subsection (1) are:  (a) exhausted clear of the place of employment; and  (b) where reasonably practicable, prevented from entering any place of employment.  (5) An employer, contractor or owner shall ensure that effective provision is made for the immediate protection of workers in the event of failure of a mechanical ventilation system required by subsection (1).  (6) Where an air cleaning system is used to clean recirculated air, an employer, contractor or owner shall ensure that the air cleaning system is designed, installed and maintained to remove particulate and gaseous contaminants at a rate that is sufficient to protect the health and safety of workers and, where reasonably practicable, to render the air inoffensive. |  | Does your workplace require mechanical ventilation due to dust, fume, gas, mist, aerosol or vapour or other contaminant of a kind and quantity that is likely to be hazardous to workers?  Is it:   * Sufficient? * Maintained properly? * How often is the warning device inspected if the system malfunctions?   Are there plans to protect workers in case of malfunction? |
| **6-4** | Cleaning and maintaining ventilation systems | All committees | (1) An employer, contractor or owner shall ensure that:  (a) the mechanical ventilation system, including any humidification equipment, is constructed and maintained to minimize the growth and dissemination of micro-organisms, insects and mites through the ventilation system; and  (b) where reasonably practicable, the components of a mechanical ventilation system are readily accessible for cleaning and inspection.  (2) An employer, contractor or owner shall ensure that a competent person inspects and maintains all parts of a mechanical ventilation system, cleans all louvres and replaces or adequately cleans all filters at a frequency that is sufficient to protect the health and safety of the workers.  (3) An employer, contractor or owner shall keep all ventilation openings free of any obstruction or source of contamination.  (4) An employer, contractor or owner shall ensure that a record of all inspections, maintenance and cleaning of a mechanical ventilation system required by subsection 66(1):  (a) is made by the competent person who performs the work; and  (b) is readily available for examination by the committee, the representative or, where there is no committee or representative, the workers. |  | Is the ventilation designed/maintained to prevent growth of contaminants?  Is it getting cleaned/maintained at appropriate intervals?  Are the openings free from obstruction and sources of contamination?  Does the committee have access to inspection, maintenance, and cleaning records? |
| **6-7** | Thermal conditions | All committees | (1) Subject to subsection (3), in an indoor place of employment, an employer, contractor or owner shall provide and maintain thermal conditions, including air temperature, radiant temperature, humidity and air movement, that:  (a) are appropriate to the nature of the work performed;  (b) provide effective protection for the health and safety of workers; and  (c) provide reasonable thermal comfort for workers.  (2) At an indoor place of employment where the thermal environment is likely to be a health or safety concern to the workers, an employer, contractor or owner shall provide and maintain an appropriate and suitably located instrument for measuring the thermal conditions.  (3) Where it is not reasonably practicable to control thermal conditions or where work is being performed outdoors, an employer, contractor or owner shall provide and maintain measures for:  (a) the effective protection of the health and safety of workers; and  (b) the reasonable thermal comfort of workers.  (4) Measures for the purposes set out in subsection (3) may include, but are not limited to, the following:  (a) frequent monitoring of thermal conditions;  (b) the provision of special or temporary equipment, including screens, shelters and temporary heating or cooling equipment;  (c) the provision of suitable clothing or personal protective equipment;  (d) the provision of hot or cold drinks;  (e) the use of acclimatization or other physiological procedures;  (f) the use of limited work schedules with rest and recovery periods, changes in workloads, changes in hours or other arrangements for work;  (g) frequent observation of workers by a person who is trained to recognize the symptoms of physiological stress resulting from extreme temperatures;  (h) the provision of emergency supplies for use when travelling under extremely cold or inclement weather conditions.  (5) Where a worker is required to work in thermal conditions that are different from those associated with the worker’s normal duties, an employer or contractor shall provide, and require the worker to use, any suitable clothing or other personal protective equipment that is necessary to protect the health and safety of the worker. |  | Are the thermal conditions indoors appropriate to the work performed? |
| **6-8** | Toilet facilities | All committees | (1) An employer, contractor or owner shall ensure that suitable and readilyaccessible toilet facilities for workers:  (a) are provided at a place of employment, maintained and kept clean;  (b) are sufficient in number for the number of workers at the place of employment at any one time; and  (c) have adequate provision for privacy, heat, light and ventilation.  (2) Subject to subsections (3) to (6), the minimum number of toilet facilities required pursuant to subsection (1) is set out in Table 10 of the Appendix.  (3) If toilet facilities are likely to be used by persons other than workers, an employer, contractor or owner shall provide additional toilets in a number that is proportionate to the number set out in Table 10 of the Appendix and, where use by those other persons is substantial and frequent, the employer, contractor or owner shall provide separate toilet facilities for those other persons.  (4) Where there are more than 10 workers and both male and female persons are employed at any time, an employer, contractor or owner shall provide separate toilet facilities for workers of each sex in numbers that are proportionate to the numbers of male and female persons employed.  (5) Where each toilet compartment is completely enclosed from floor to ceiling and has a door that can be locked from the inside, an employer, contractor or owner is deemed to have met the requirements of subsection (4).  (6) Where more than 100 male persons work or are likely to work on any shift and sufficient urinal accommodations are provided, the minimum number of toilet facilities set out in Table 10 of the Appendix may be reduced with the permission of an officer.  (7) An employer, contractor or owner shall ensure that each toilet facility requiredby this section:  (a) is used exclusively for the purposes for which the facility is designed;  (b) is free from any obstacle or obstruction that could prevent the facility from being used;  (c) is kept free of vermin;  (d) is supplied with toilet tissue at all times and with easily cleanable, coveredreceptacles for waste materials; and  (e) except in the case of a urinal, is equipped with an individual compartment and a door that can be locked from the inside. |  | Does your workplace have the appropriate number of toilets?  Are they   * Clean? * Maintained? * Free from obstruction/obstacles? * Free of vermin? * Supplied with toilet tissue? * Supplied with a covered garbage can? * Lockable?   Does your workplace require male and female facilities? If yes, are they available? |
| **6-9** | Personal washing | All committees | An employer, contractor or owner shall provide and maintain for the use of workers suitable facilities for personal washing that:  (a) are located near each toilet at a place of employment;  (b) have a supply of clean hot and cold water or warm water, soap and clean towels or other suitable means of cleaning and drying;  (c) have an easily cleanable, covered receptacle for waste materials;  (d) are adequately heated, ventilated and lighted; and  (e) are kept in a clean and neat condition. |  | Does your facility have suitable washing facilities near each toilet facility?  Are they kept clean and neat?  Do they have   * Cold and hot water or warm water? * Cleanable, covered garbage can? * Adequate heat? * Adequate ventilation and light? |
| **6-10** | Clothing | All committees | (1) Subject to subsection (2), an employer, contractor or owner shall provide at a place of employment and maintain for the use of workers clean, appropriately located and suitable accommodation for street clothing that is not worn at work and for clothing worn at work.  (2) Where street clothing not worn at work is likely to become wet, dirty or contaminated from being kept in the same accommodation as clothing worn at work, the accommodation for street clothing must be separate from the accommodation provided for clothing worn at work.  (3) Where a worker’s work clothing or skin is likely to be contaminated by hazardous or offensive substances, an employer or contractor shall:  (a) provide protective clothing and head cover appropriate to the work and hazard;  (b) provide a suitable changing area; and  (c) ensure that the clothing and head cover is handled and cleaned or disposed of in a manner that will prevent worker exposure to hazardous or offensive substances. |  | Is it **likely** that your *street* clothing will get wet, dirty or contaminated in your workplace?  If yes, do you have a storage area that is:   * Separate from where you store your work clothing? * Is it clean? * Is it appropriately located? * Is it suitable to store your street clothing? Is it likely that workers skin or clothing will be contaminated with something hazardous/offensive?   If yes, do you have   * Protective clothing and head coverings? * Suitable changing areas? * Is clothing handled/cleaned to prevent worker exposures? |
| **6-11** | Change and shower facilities | All committees | Where a worker’s skin is likely to be contaminated by harmful or offensive substances as part of the regular work processes at a place of employment, an employer, contractor or owner shall:  (a) where reasonably practicable, provide and maintain suitable, adequate and clean change and shower facilities; and  (b) allow sufficient time, during normal working hours without loss of pay or other benefits, for the worker to use the facilities. | “work” and “at work” means:  (i) the time during which a worker is in the course of the worker’s  employment; or  (ii) the time that a self-employed person devotes to work as a self-employed person | Is it likely, during regular duties, that workers skin or clothing will get contaminated with something hazardous/offensive?  If yes, does your workplace have change and shower facilities?  Are they  - Suitable?  - Clean?  - Adequate?  - Maintained? |
| **6-12** | Eating areas | All committees | (1) An employer, contractor or owner shall provide sufficient, suitable areas that are kept clean, dry, thermally comfortable and reasonably quiet for workers to eat and drink during work breaks.  (2) At places of employment where the substances used in the work or the work processes are dusty, dirty or otherwise likely to contaminate a worker’s person, clothing or food, the employer, contractor or owner shall provide an eating area that  is separate from the worksite and close to washing facilities. |  | Do workers have suitable, sufficient areas for breaks?  Are they   * Clean? * Dry? * Thermally comfortable? |
| **6-13** | Drinking Water | All committees | (1) An employer, contractor or owner shall provide, at suitable points that are readily accessible to all workers, an adequate supply of clean and safe drinking water.  (2) Where the supply of drinking water at a place of employment is not piped, an employer, contractor or owner shall:  (a) provide drinking water in suitable covered containers;  (b) protect the drinking water from contamination; and  (c) change the drinking water as often as is necessary to ensure that the water is clean and safe to drink.  (3) Except where drinking water is supplied in an upward jet, an employer, contractor or owner shall provide an adequate supply of disposable cups near each supply of drinking water.  (4) Where it is necessary to identify the supply of drinking water, an employer, contractor or owner shall clearly indicate the supply of drinking water with a sign that says “Drinking Water” or by another visual means. |  | Do workers have access to water at suitable locations?  Is the water clean and safe?  Do workers have access to cups?  If drinking water is not tapped, is it   * In a covered receptacle? * Protected from contamination? * Changed frequently enough to ensure it is clean and safe?   Do you have designated drinking water taps? If yes, are they labeled?  Are some taps unfit for drinking water? If yes, are they labeled? |
| **6-14** | Smoking | All committees | (2) Subject to subsections (3) and (4), an employer, contractor or owner shall ensure that no person smokes in:  (a) an enclosed place of employment;  (b) an enclosed work-related area; or  (c) any other place of employment where smoking is prohibited by law.  (3) Subsection (2) does not apply to the following places or persons:  (a) an enclosed place of employment or enclosed work-related area while it is being used with the consent of the proprietor for traditional Aboriginal spiritual or cultural practices or ceremonies, if the use of tobacco is an integral part of the traditional Aboriginal spiritual or cultural practices or ceremonies being carried out in the enclosed place of employment or enclosed work-related area; (b) residents or persons visiting residents in an enclosed place that:  (i) is ventilated separately from the rest of the enclosed place of employment or enclosed work-related area;  (ii) is within:  (A) a facility designated as a special-care home pursuant to *The*  *Regional Health Services Act*; or  (B) a personal care home as defined in *The Personal Care Homes Act* that offers care and accommodation to more than 10 persons; and  (iii) meets the requirements prescribed in *The Tobacco Control Act* and the regulations made pursuant to that Act.  (4) No person while at work shall smoke in any enclosed place of employment or enclosed work-related area where smoking is prohibited pursuant to this section unless:  (a) the person is:  (i) a self-employed person in a place of employment that:  (A) is ventilated separately from other places of employment or work-related areas; and  (B) is owned by the self-employed person;  (ii) a worker in a vehicle who has the permission of the owner or lessee of the vehicle to smoke in the vehicle; or  (iii) a self-employed person or worker who is the sole occupant of a work camp living accommodation if:  (A) the living accommodation is ventilated separately from other places of employment or enclosed work-related areas; and  (B) the self-employed person or worker has the permission of the owner or operator of the work camp to smoke in the living accommodation;  (b) no other worker, self-employed person, employer, contractor or owner is present on a frequent and regular basis in any of the places of employment or enclosed work-related areas mentioned in clause (a); and  (c) no other worker, self-employed person, employer, contractor or owner is present when the person mentioned in clause (a) is smoking.  (5) Subject to subsection (6), a worker may refuse to enter an enclosed worksite if:  (a) visible tobacco smoke is present; or  (b) fewer than 30 minutes have passed since a tobacco product was extinguished in the enclosed worksite, whether or not visible tobacco smoke is present.  (6) Subsection (5) does not apply where the worker is required to enter the enclosed worksite to prevent imminent injury or damage to persons or property located within the enclosed worksite.  (7) If smoking is permitted pursuant to subsection (3) or (4), an employer, contractor or owner shall:  (a) restrict workers’ exposure or self-employed persons’ exposure to second‑hand tobacco smoke to the extent that is reasonably practicable; and  (b) inform workers and self-employed persons of the risk to their health from second-hand tobacco smoke.  (8) An employer, contractor or owner shall ensure that in every enclosed place of employment where smoking is prohibited:  (a) signs are posted in locations that are clearly visible to those entering the enclosed place of employment that indicate that smoking is prohibited; and  (b) no ashtray or other receptacle designed to be used as an ashtray is present within the enclosed place of employment. | (1) In this section:  (a) “enclosed place of employment” means a place of employment that is within a building or another enclosed place and includes:  (i) a vehicle; and  (ii) any of the following areas of an underground mine:  (A) a mine shaft;  (B) a refuge station required pursuant to *The Mines*  *Regulations, 2003*;  (C) a lunch room;  (D) any area, other than one mentioned in paragraphs (A) to (C), that is within 10 metres of where a worker, self-employed person, employer, contractor or owner is present;  (b) “enclosed work-related area” means a work-related area that is within a building or another enclosed place;  (c) “enclosed worksite” means a worksite that is within a building or another enclosed place;  (d) “smoke” means to smoke, hold or otherwise have control over ignited tobacco;  (e) “tobacco” means tobacco in any form in which it is used or consumed, and includes snuff and raw leaf tobacco, but does not include any food, drug or device that contains nicotine to which the *Food and Drugs Act* (Canada) applies. | Are workers smoking in enclosed spaces?  Are workers smoking in work vehicles?  Do workers know they are not required to enter areas with visible smoke or where less than 30 minutes has passed since tobacco was extinguished?  Are no smoking signs posted in visible locations for those entering facilities? |
| **6-18** | Musculoskeletal Injuries (MSI) | All committees | (1) In this section, “musculoskeletal injury” means an injury or disorder ofthe muscles, tendons, ligaments, nerves, joints, bones or supporting vasculature that may be caused or aggravated by any of the following:  (a) repetitive motions;  (b) forceful exertions;  (c) vibration;  (d) mechanical compression;  (e) sustained or awkward postures;  (f) limitations on motion or action;  (g) other ergonomic stressors.  (2) An employer or contractor, in consultation with the committee, shall regularly review the activities at the place of employment that may cause or aggravate musculoskeletal injuries.  (3) Where a risk of musculoskeletal injury is identified, an employer or contractor shall:  (a) inform each worker who may be at risk of developing musculoskeletal injury of that risk and of the signs and common symptoms of any musculoskeletal injury associated with that worker’s work; and  (b) provide effective protection for each worker who may be at risk, which may include any of the following:  (i) providing equipment that is designed, constructed, positioned and maintained to reduce the harmful effects of an activity;  (ii) implementing appropriate work practices and procedures to reduce the harmful effects of an activity;  (iii) implementing work schedules that incorporate rest and recovery periods, changes in workload or other arrangements for alternating work to reduce the harmful effects of an activity.  (4) An employer or contractor shall ensure that workers who may be at risk of developing musculoskeletal injury are instructed in the safe performance of the worker’s work, including the use of appropriate work practices and procedures, equipment and personal protective equipment.  (5) Where a worker has symptoms of musculoskeletal injury, an employer or contractor shall:  (a) advise the worker to consult a physician or a health care professional who is registered or licensed pursuant to an Act to practice any of the healing arts; and  (b) promptly review the activities of that worker and of other workers doing similar tasks to identify any cause of the symptoms and to take corrective measures to avoid further injuries. | (1) In this section, “musculoskeletal injury” means an injury or disorder of the muscles, tendons, ligaments, nerves, joints, bones or supporting vasculature that may be caused or aggravated by any of the following:  (a) repetitive motions;  (b) forceful exertions;  (c) vibration;  (d) mechanical compression;  (e) sustained or awkward postures;  (f) limitations on motion or action;  (g) other ergonomic stressors. | Does the committee in consultation with the employer regularly review the activities at the place of employment that may cause or aggravate musculoskeletal injuries.  Are workers aware of the signs and symptoms of an MSI?  Do workers have appropriate protection to prevent MSIs?  Are workers taught how to prevent MSIs? Are there any activities in your facility that have not been adequately addressed to prevent/minimize the chance of getting an MSI?  Do workers seek medical treatment when they have symptoms of an MSI?  Does the employer review the activities of that worker to prevent reoccurrence when anMSI is reported? |

Occupational Health Committee (OHC)

|  |  |  |
| --- | --- | --- |
| 1. Are OHC meetings held regularly (at least every three months)? | Yes | No |
| 2. Do OHC meetings have a planned agenda? | Yes | No |
| 3. Are the following documents posted on the OHC bulletin board? |  |  |
| a. OHC meeting minutes? | Yes | No |
| b. Inspection results? | Yes | No |
| c. OH&S information? | Yes | No |
| d. Communications from Labour relations and Workplace Safety? | Yes | No |
| e. Committee member names? | Yes | No |
| f. Injury statistics? | Yes | No |
| g. Contraventions? | Yes | No |
| h. Inspection schedule? | Yes | No |
| 1. OHC meeting schedule? | Yes | No |
| 4. Are extra meetings held if pressing matters require attention? | Yes | No |
| 5. Does your OHC review relevant OH&S legislation? | Yes | No |
| 6. Does your OHC review injury statistics? | Yes | No |
| 7. Have the co-chairs received training respecting their duties and the |  |  |
| function of the OHC? | Yes | No |
| 8. Does the employer co-chair keep the employer informed of committee |  |  |
| activities? | Yes | No |
| 9. Does the employee co-chair keep the workers informed of committee |  |  |
| activities? | Yes | No |
| 10. Does your OHC plan objectives on an annual basis? | Yes | No |
| 11. Do all your members receive training related to their responsibilities? | Yes | No |
| 12. Are members given reasonable time to deal with safety concerns? | Yes | No |
| 13. Does the employer respond, promptly and in writing, to recommendations |  |  |
| made by the committee? | Yes | No |

General Health Requirements

|  |  |  |
| --- | --- | --- |
| 1. Is your workplace sanitary and kept as clean as is reasonably practicable? | Yes | No |
| 2. Is dirt/debris removed daily from floors, working surfaces stairways and |  |  |
| passages? | Yes | No |
| 3. Are floors cleaned once a week? | Yes | No |
| 4. Are walls, partitions, ceilings, passages cleaned, suitably finished and |  |  |
| maintained? | Yes | No |
| 5. Does your workplace have an adequate supply of clean air? | Yes | No |
| 6. Does your exhaust system efficiently remove any hazardous dust, fumes, |  |  |
| gas, mists, aerosols and/or vapours? | Yes | No |
| 7. Is there a record of ventilation maintenance, inspections and cleaning? | Yes | No |
| 8. Are the thermal conditions appropriate for the work being performed? | Yes | No |
| 9. If clients/visitors use toilet facilities frequently and substantially, do staff |  |  |
| have separate toilet facilities? | Yes | No |

1. Are clean change rooms and shower facilities available if needed due to

skin contamination by harmful/offensive substances? Yes No

1. Is a clean, dry, thermally comfortable, reasonably quiet area provided

to eat and drink? Yes No

1. Has your employer restricted worker exposure to second-hand smoke to

the extent that is possible? Yes No

# Worker Survey – General OH&S Awareness

Facility: Department:

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Have you received training in the following areas |  | | |
| a. Safe-work practices specific to your area? | Yes | No | N/A |
| b. Orientation as a new employee? | Yes | No | N/A |
| c. Orientation as a transferred employee? | Yes | No | N/A |
| d. Programs/policies/procedures? | Yes | No | N/A |
| e. Lifting/transferring/moving techniques? | Yes | No | N/A |
| f. Musculoskeletal injuries (MSIs)? | Yes | No | N/A |
| g. Occupational health and safety program? | Yes | No | N/A |
| h. Fire safety? | Yes | No | N/A |
| 1. Evacuation procedures? | Yes | No | N/A |
| j. Personal protective equipment? | Yes | No | N/A |
| k. Workplace policies? | Yes | No | N/A |
| l. Identifying hazards? | Yes | No | N/A |
| m. Violence? | Yes | No | N/A |
| n. Harassment? | Yes | No | N/A |
| o. Chemical and biological substances? | Yes | No | N/A |
| p. Reporting injuries and near misses? | Yes | No | N/A |
| q. Spill/lead procedures for chemicals/biological substances? | Yes | No | N/A |
| r. Risks of shiftwork and ways to manage risks? | Yes | No | N/A |
| s. Risks of working alone and steps to manage those risks? | Yes | No | N/A |
| t. Risks of working with infectious materials and process to |  |  |  |
| reduce risk of infection? | Yes | No | N/A |
| 2. Does your employer offer continuing education opportunities? | Yes | No | N/A |
| 3. Are you aware of the role/purpose of your |  |  |  |
| Occupational Health Committee (OHC)? | Yes | No | N/A |
| 4. Do you know who represents you on the OHC? | Yes | No | N/A |
| 5. Do you have access to the OH&S Acts and regulations? | Yes | No | N/A |
| 6. Do you know where the OH&S bulletin board is? | Yes | No | N/A |
| 7. Is staff safety discussed at staff meetings? | Yes | No | N/A |
| 8. Is safety performance addressed in your performance review? | Yes | No | N/A |
| 9. Are you aware of your rights under OH&S legislation? | Yes | No | N/A |
| 10. Are you aware of your responsibilities under the OH&S legislation? | Yes | No | N/A |
| 11. Are safe work practices available to workers? | Yes | No | N/A |
| 12. Are safe work practices followed in the workplace? | Yes | No | N/A |

## Policy Review

* 1. -Preventative Maintenance
  2. – Workplace Inspections

What should these policies address?

These policies should address Five Hills Health Regions requirement to have a schedule for the regular inspections of:

* + - the place of employment;
    - work processes; and
    - work procedures.

Do these policies:

* + - Identify what will be inspected?
    - Identify when it will be inspected?
    - Identify how frequently it will be inspected?
    - Assign responsibilities for inspections?
    - Ensure adequate records maintained?

Are OHCs inspecting the workplace at intervals the committee has determined are appropriate? Are members trained to complete inspections?

How does the committee report deficiencies found during inspections? How are deficiencies corrected?

In the committee’s opinion, could the inspection process in Five Hills Health Region be improved?

*Policy Review – Year One April to June*