# 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 Harassment Policy
	2. Incident/injury reports
	3. Inspections
	4. Begin planning NAOSH Week (May)
2. Review Saskatchewan Employment Act sections
	1. 3-21
3. Review OH&S regulation sections

a. 3-25, 3-26, 8-1 – 8-6

1. Complete the:
	1. *Violence Policy/Program Analysis*
	2. *Harassment Policy Analysis*
	3. *Return to Work/Post Injury Survey*

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

1. Safety program policy review – review safety program policies
	1. *Safety Training*
	2. *Work Practices*
2. Plan staff awareness
	1. Violence and Harassment
3. Adjournment

*Year One: October - December*

# Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **Saskatchewan Employment Act** |
| **3-21** | Duty re policy statement on violence and prevention plan | All committees | (1) An employer operating at a prescribed place of employment where violent situations have occurred or may reasonably be expected to occur shall develop andimplement a written policy statement and prevention plan to deal with potentially violent situations after consultation with:(a) the occupational health committee;(b) the occupational health and safety representative; or(c) the workers, if there is no occupational health committee and no occupational health and safety representative.(2) A policy statement and prevention plan required pursuant to subsection (1) must include any prescribed provisions. |  | Does the employer have a written policy statement and prevention plan for violence?Was the OHC consulted in its development? |
| **Occupational Health and Safety Regulations** |  |
| **3-25** | Harassment | All committees | 36(1) An employer, in consultation with the committee, shall develop a policy in writing to prevent harassment that includes:(a) a definition of harassment that includes the definition in the Act;(b) a statement that every worker is entitled to employment free ofharassment;(c) a commitment that the employer will make every reasonably practicable effort to ensure that no worker is subjected to harassment;(d) a commitment that the employer will take corrective action respecting any person under the employer’s direction who subjects any worker to harassment;(e) an explanation of how complaints of harassment may be brought to the attention of the employer;(f) a statement that the employer will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is:(i) necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint; or(ii) required by law;(g) a reference to the provisions of the Act respecting harassment and the worker’s right to request the assistance of an occupational health officer to resolve a complaint of harassment;(h) a reference to the provisions of The Saskatchewan Human Rights Code respecting discriminatory practices and the worker’s right to file a complaint with the Saskatchewan Human Rights Commission;(i) a description of the procedure that the employer will follow to inform the complainant and the alleged harasser of the results of the investigation; and(j) a statement that the employer’s harassment policy is not intended todiscourage or prevent the complainant from exercising any other legal rights pursuant to any other law. (2) An employer shall:(a) implement the policy developed pursuant to subsection (1); and(b) post a copy of the policy in a conspicuous place that is readily available for reference by workers. | “harassment” means any inappropriate conduct, comment, display, action or gesture by a person:(i) that either:(A) is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or(B) subject to subsections (4) and (5), adversely affects the worker’s psychological or physical well‑being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and(ii) that constitutes a threat to the health or safety of the worker | Does the employer have a written harassment policy?Does it have all the identified information in it?Has it been implemented?Is it posted? |
| **3-26** | Violence | All committees | (2) Places of employment that provide the following services or activities are prescribed for the purposes of subsection 3-21(1) of the Act:(a) services provided by health care facilities mentioned in clauses (a) to (e) and (l) of the definition of “health care facilities” in section 31-1;(b) pharmaceutical-dispensing services;(c) education services;(d) police services;(e) corrections services;(f) other law enforcement services;(g) security services;(h) crisis counselling and intervention services;(i) late night retail premises as defined in section 3-27;(j) financial services;(k) the sale of alcoholic beverages or the provision of premises for the consumption of alcoholic beverages;(l) taxi services;(m) transit services.(3) A policy statement and prevention plan required by subsection 3-21(1) of the Act must be in writing and must include:(a) the employer’s commitment to minimize or eliminate the risk;(b) the identification of the worksite or worksites where violent situations have occurred or may reasonably be expected to occur;(c) the identification of any staff positions at the place of employment that have been, or may reasonably be expected to be, exposed to violent situations;(d) the procedure to be followed by the employer to inform workers of the nature and extent of risk from violence, including, except where the disclosure is prohibited by law, any information in the employer’s possession related to the risk of violence from persons who have a history of violent behaviour and whom workers are likely to encounter in the course of their work; (e) the actions the employer will take to minimize or eliminate the risk, including the use of personal protective equipment, administrative arrangements and engineering controls;(f) the procedure to be followed by a worker who has been exposed to a violent incident to report the incident to the employer;(g) the procedure the employer will follow to document and investigate a violent incident reported pursuant to clause (f);(h) a recommendation that any worker who has been exposed to a violent incident consult the worker’s physician for treatment or referral for post incident counselling; and(i) the employer’s commitment to provide a training program for workers that includes:(i) the means to recognize potentially violent situations;(ii) procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers;(iii) the appropriate responses of workers to incidents of violence, including how to obtain assistance; and(iv) procedures for reporting violent incidents.(4) Where a worker receives treatment or counselling mentioned in clause (3)(h) or attends a training program mentioned in clause (3)(i), an employer shall credit the worker’s attendance as time at work and ensure that the worker loses no pay or other benefits.(5) An employer shall make readily available for reference by workers a copy of the policy statement and prevention plan required by subsection 3-21(1) of the Act.(6) An employer shall ensure that the policy statement required by subsection 3-21(1) of the Act is reviewed and, where necessary, revised every three years and whenever there is a change of circumstances that may affect the health or safety of workers. | (1) In this section, “violence” means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury. | Does the employer have a written violence policy that meets all the requirements outlined?Is the violence policy readily available to all workers? |
| **8-1** | Noise Control and Hearing Conservation - General Duty | All committees | (1) An employer, contractor or owner shall ensure that all reasonably practicable means are used to reduce noise levels in all areas where workers may be required or permitted to work.(2) The means to reduce noise levels pursuant to subsection (1) may include any of the following:(a) eliminating or modifying the noise source;(b) substituting quieter equipment or processes;(c) enclosing the noise source;(d) installing acoustical barriers or sound-absorbing materials. |  | Have all reasonably practicable steps been taken to ensure noise levels are reduced in your areas? |
| **8-2** | Noise reduction through design, construction of buildings | All committees | On and after July 1, 1997, an employer, contractor or owner shall ensure that:(a) all new places of employment are designed and constructed so as to achieve the lowest reasonably practicable noise level;(b) any alteration, renovation or repair to an existing place of employment is made so as to achieve the lowest reasonably practicable noise level; and(c) all new equipment to be used at a place of employment is designed and constructed so as to achieve the lowest reasonably practicable noise level. |  | Are noise levels considered in purchasing, building and renovations?Are noise levels factored into new equipment purchases? |
| **8-3** | Measurement of noise levels. | All committees | (1) In every area where workers are required or permitted to work and the noise level may frequently exceed 80 dBA, an employer or contractor shall ensure that:(a) the noise level is measured in accordance with an approved method;(b) in consultation with the committee, the representative or, where there is no committee or representative, the workers, a competent person evaluates the sources of the noise and recommends corrective action; and(c) the measurements, evaluation and recommendations are documented.(2) An employer or contractor shall re-measure the noise level in accordance with subsection (1) where altering, renovating or repairing the place of employment, introducing new equipment to the place of employment or modifying any process at the place of employment may result in a significant change in noise levels or occupational noise exposure.(3) An employer or contractor shall keep a record of the results of any noise level measurements conducted at the place of employment as long as the employer or contractor operates in Saskatchewan.(4) On request, an employer or contractor shall make available to an affected worker a copy of the results of any measurements conducted.(5) An employer or contractor shall ensure that any area in which the measurements taken pursuant to subsection (1) show noise levels in excess of 80 dBA is clearly marked by a sign indicating the range of noise levels. |  | Do you have areas you think require noise level measurements?Do you have access to noise measurement records?Are areas that exceed 80dBA clearly marked? |

| **Section** | **Title** | **Applies to** | **Requirements** | **Definition** | **Q&A** |
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| **8-4** | Hearing protection required | All committees | Where a worker’s occupational noise exposure is or is believed to be between 80 dBA Lex and 85 dBA Lex, an employer or contractor shall:(a) inform the worker of the hazards of occupational noise exposure;(b) on the request of the worker, make available to the worker hearing protectors that meet the requirements of section 99; and(c) train the worker in the selection, use and maintenance of the hearing protectors. | Exposure to noise99(1) Where a worker is required or permitted by these regulations to use hearing protectors, an employer or contractor shall:(a) provide approved hearing protectors; and(b) require workers to use those hearing protectors where the worker is required to use hearing protectors by these regulations.(2) Where practicable, an employer or contractor shall ensure that a hearing protector provided pursuant to subsection (1) reduces the noise level received into the worker’s ears to not more than 85 dBA. (3) Where it is not practicable to comply with subsection (2), an employer or contractor shall ensure that a hearing protector provided pursuant to subsection (1) reduces the noise level received into the worker’s ears to the lowest level that is practicable.(4) Where an employer or contractor provides a worker with a hearing protector that depends for effectiveness on a close approximation of size or shape to the auditory canal of its user, the employer or contractor shall ensure that the hearing protector is fitted to the worker by a competent person. | Are any workers exposed between 80 dBA Lex – 85 dBA Lex?If so, are they aware of the associated hazards?Has hearing protection been provided when requested?Do they know how select, use and maintain their hearing protectors? |
| **8-5** | Daily exposure greater than 85 dBA | All committees | (1) Where a worker’s occupational noise exposure equals or exceeds 85 dBA Lex, an employer or contractor shall:(a) inform the worker of the hazards of occupational noise exposure;(b) take all reasonably practicable steps to reduce noise levels in all areas where the worker may be required or permitted to work;(c) minimize the worker’s occupational noise exposure to the extent that is reasonably practicable; and(d) document the steps taken pursuant to clauses (b) and (c).(2) Where, in the opinion of the employer or contractor, it is not reasonably practicable to reduce noise levels or minimize the worker’s occupational noise exposure to less than 85 dBA Lex, an employer or contractor shall provide written reasons for that opinion to the committee and, where there is no committee, shall inform the workers of the reasons for that opinion.(3) Where it is not reasonably practicable to reduce a worker’s occupational noise exposure below 85 dBA Lex or the noise level below 90 dBA in any area where a worker may be required or permitted to work, an employer or contractor shall:(a) provide a hearing protector to the worker that meets the requirements of section 99;(b) train the worker in the selection, use and maintenance of the hearing protector; and(c) arrange for the worker to have, at least once every 24 months during the worker’s normal working hours, an audiometric test and appropriate counselling based on the test results under the direction of a physician, an audiologist or a registered nurse who has a certificate in audiometric testing.(4) Where a worker cannot attend an audiometric test mentioned in clause (3)(c) during the worker’s normal working hours, an employer or contractor shall credit the worker’s attendance at the test as time at work and ensure that the worker does not lose any pay or other benefits.(5) Where a worker cannot recover the costs of a audiometric test mentioned in clause (3)(c), an employer or contractor shall reimburse the worker for the costs of the test that, in the opinion of the director, are reasonable. |  | Does worker’s exposure exceed 85dBA?If yes,* Are worker’s informed of hazards?
* Have all steps to reduce noise been taken? If no, were you informed why?

If levels exceed 85 dBA Lex or 90 dBA,* Do workers have hearing protectors?
* Are they trained?
* Do they get audiometric testing at no cost, credited as work time?
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| **8-6** | Hearing conservation Plan | All committees | (1) Where 10 or more workers’ occupational noise exposure exceeds or is believed to exceed 85 dBA Lex, an employer or contractor shall, in consultation with the committee:(a) develop a hearing conservation plan; and(b) review and, where necessary, revise the hearing conservation plan every three years. (2) An employer or contractor shall implement a hearing conservation plan developed pursuant to subsection (1) and appoint a supervisor to oversee the plan.(3) A hearing conservation plan must be in writing and must include:(a) the methods and procedures to be used in assessing the occupational noise exposure of workers;(b) the methods of noise control to be used, including engineering controls and administrative arrangements;(c) the selection, use and maintenance of hearing protectors;(d) a plan to train workers in the hazards of excessive exposure to noise and the correct use of control measures and hearing protectors;(e) the maintenance of exposure records;(f) the requirements for audiometric tests; and(g) a schedule for reviewing the hearing conservation plan and procedures for conducting the review.(4) An employer or contractor shall make a copy of a hearing conservation plan readily available for reference by workers. |  | Do you have 10 or more workers exposed to 85 dBA Lex in your workplace?If yes, is there a hearing conservation plan in place that includes all the elements identified?Is it reviewed every three years?Was your OHC involved in its development? Are copies of the plan available to workers? |

Violence Policy/Program Analysis

|  |  |  |
| --- | --- | --- |
| 1. Do you have a violence policy? | Yes | No |
| 1. Has it been revised in the last three years?
2. Does the policy include:
 | Yes | No |
| 1. Employer’s commitment to minimize/eliminate risk of violence?
 | Yes | No |
| 1. Sites where violent situations have occurred/may be

expected to occur? | Yes | No |
| 1. Staff positions at risk of exposure to violence?
 | Yes | No |
| 1. Employer’s process to inform workers of the risk of violence?
 | Yes | No |
| 1. Actions that will be taken to eliminate/minimize the risk of violence?
 | Yes | No |
| 1. Process to report and investigate violent incidents?
 | Yes | No |
| 1. Recommendation to consult your physician for treatment after

exposure to a violent incident? | Yes | No |
| 1. Employer’s commitment to provide training that
 |  |  |
| 1. Teaches how to recognize potentially violent incidents?
 | Yes | No |
| 1. Includes ways to control risk of violence, i.e., work procedures/

practices, administrative practices, engineering controls? | Yes | No |
| 1. Teaches the appropriate response to access assistance?
 | Yes | No |
| 1. Teaches reporting procedures for violent incidents?
 | Yes | No |
| 4. Are the policies/procedures available to all workers? | Yes | No |
| 5. Does everyone know the policies/procedures? | Yes | No |

Harassment Policy Analysis

1. Do you have a written harassment policy? Yes No
2. If yes, does the policy include:

|  |  |  |
| --- | --- | --- |
| a. | A definition of harassment? |  |
| b. | Employer’s commitment to provide a workplace free of harassment? | Yes | No |
| c. | A statement that action will be taken against anyone who |  |  |
|  | subjects workers to harassment? | Yes | No |
| d. | A commitment to take necessary actions to protect |  |  |
|  | workers from harassment? | Yes | No |
| e. | An explanation of the process to bring forward complaints? | Yes | No |
| f. | Reference to the Saskatchewan Employment Act, with workers’ rights to request the  |  |  |
|  | assistance of an Occupational Health Officer? | Yes | No |
| g. | Reference to the *Saskatchewan Human Rights Code* |  |  |
|  | and the Saskatchewan Human Rights Commission? | Yes | No |
| h. | A description of how the alleged harasser and complainant |  |  |
|  | will be informed of the results of the investigation? | Yes | No |
| i. | A statement that our policy does not restrict the worker |  |  |
|  | from exercising any other legal rights? | Yes | No |

1. What percentage of workers have received training in?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a. Reporting harassment? | 0% | 1-25% | 26%-50% | 51%-75% | 76%-100% |
| b. The harassment policy and procedure? | 0% | 1-25% | 26%-50% | 51%-75% | 76%-100% |
| c. Their responsibility to refrain from |  |  |  |  |  |
| harassing others in the workplace? | 0% | 1-25% | 26%-50% | 51%-75% | 76%-100% |

# Worker Survey – Return to Work/Post Injury Process

Facility: Department:

Date:

|  |  |
| --- | --- |
| 1. Is there a policy/procedure for returning employees to work
 |  |
| when they have medical limitations? | Yes | No |
| 1. Have you ever been offered an accommodation to allow you to
 |  |  |
| return to work after being ill or injured? | Yes | No |
| 1. Have you ever participated in a group discussion to help
 |  |  |
| design/implement an accommodation for a co-worker? | Yes | No |
| 1. Does your job have a job description?
 | Yes | No |
| 1. Have you participated in developing a Job Task Analysis
 |  |  |
| on the physical components of your job? | Yes | No |
| 1. Is there a policy/procedure in place your work area for
 |  |  |
| accessing sick leave? | Yes | No |
| 1. Is there a policy/procedure addressing completing
 |  |  |
| incident reports when you have a workplace injury? | Yes | No |
| 1. Does your Occupational Health Committee (OHC) investigate
 |  |  |
| workplace incidents? | Yes | No |
| 1. Does your union assist with returning employees to work when
 |  |  |
| they have an illness or restrictions? | Yes | No |
| 1. Is there a written post-injury procedure?
 | Yes | No |

Policy Review

Safety Training Policy

Work Practices

What should these policies address? These policies should:

o Outline the employer’s plan for training workers and supervisors in all safe work practices and procedures. This includes any processes, procedures that are required in the Saskatchewan Employment Act and OH&S Regulations, i.e., TLR, Emergency Response, etc.

Do these two policies provide an adequate plan to ensure everyone is trained in all the procedures/ policies/practices to ensure their safety is protected?

Policy Review – Year One: October - December