# Health Committee Agenda Template

1. Approval of Agenda
2. Approval of Minutes
3. Old Business
   1. Contraventions
   2. Recommendations
4. New Business
   1. Incident/Injury reports
   2. Inspections
5. Review Saskatchewan Employment Act sections a. 3-8; 3-9; 3-10.
6. Review OH&S regulation sections

a. 3-1; 3-2; 3-6; 3-7; 6-20; 23-2 – 23-10; 30-2; 30-3; 30-7.

1. Safety program policy review – review safety program policies
   1. 1.2 – Employer Responsibilities
   2. 1.3 – Director Responsibilities
   3. 1.4 – Employee Responsibilities and Rights
   4. 1.15 – Contractor’s Responsibilities
2. Plan staff awareness
   1. Rights and Responsibilities
3. Adjournment

*Year Three: July - September*

# Saskatchewan Employment Act and OH&S Regulations Review

| **Section** | **Title** | **Applies to** | **Requirements** | **Definitions** | **Q & A** |
| --- | --- | --- | --- | --- | --- |
| **Saskatchewan Employment Act** | | | | | |
| **3-8** | General duties of employer | All committees | Every employer shall:  (a) ensure, insofar as is reasonably practicable, the health, safety and welfare at work of all of the employer’s workers;  (b) consult and cooperate in a timely manner with any occupational health committee or the occupational health and safety representative at the place of employment for the purpose of resolving concerns on matters of health, safety and welfare at work;  (c) make a reasonable attempt to resolve, in a timely manner, concerns raised by an occupational health committee or occupational health and safety representative pursuant to clause (b);  (d) ensure, insofar as is reasonably practicable, that the employer’s workers are not exposed to harassment with respect to any matter or circumstance arising out of the worker’s employment;  (e) cooperate with any other person exercising a duty imposed by this Part or the regulations made pursuant to this Part;  (f) ensure that:  (i) the employer’s workers are trained in all matters that are necessary to protect their health, safety and welfare; and  (ii) all work at the place of employment is sufficiently and competently supervised;  (g) if the employer is required to designate an occupational health and safety representative for a place of employment, ensure that written records of meetings with the occupational health and safety representative are kept and are readily available at the place of employment;  (h) ensure, insofar as is reasonably practicable, that the activities of the employer’s workers at a place of employment do not negatively affect the health, safety or welfare at work of the employer, other workers or any self‑employed person at the place of employment; and  (i) comply with this Part and the regulations made pursuant to this Part. | “competent” means possessing knowledge, experience and training to perform a specific duty  “employer” means, a person, firm, association or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body  “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  “occupational health committee” means an occupational health committee established pursuant to section 3‑22 or 3‑23 or the regulations made pursuant to this Part  “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  “train” means to give information and explanation to a worker with respect to a particular subject matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject‑matter | Does the employer consult and cooperate with you the OHC? Is it in a timely manner?  Is their competent and sufficient supervision present?  Does the employer take all reasonably practicable steps to protect our workers?  Are workers trained to protect themselves?  Are workers protected from harassment?  Do workers ensure their actions do not put others at risk? |
| **3-9** | General duties of supervisors | All committees | Every supervisor shall:  (a) ensure, insofar as is reasonably practicable, the health and safety at work of all workers who work under the supervisor’s direct supervision and direction;  (b) ensure that workers under the supervisor’s direct supervision and direction comply with this Part and the regulations made pursuant to this Part;  (c) ensure, insofar as is reasonably practicable, that all workers under the  supervisor’s direct supervision and direction are not exposed to harassment at the place of employment  (d) cooperate with any other person exercising a duty imposed by this Part or the regulations made pursuant to this Part; and  (e) comply with this Part and the regulations made pursuant to this Part. | “supervisor” means an individual who is authorized by an employer to oversee or direct the work of the employer’s worker | Do supervisors take all reasonably practicable steps to protect workers?  Do supervisors ensure workers comply with legislation? Do they comply with it?  Do supervisors ensure workers are not exposed to harassment?  Do supervisors cooperate with anyone who is exercising duties under the legislation? |
| **3-10** | General duties of workers | All committees | Every worker while at work shall:  (a) take reasonable care to protect his or her health and safety and the health and safety of other workers who may be affected by his or her acts or omissions;  (b) refrain from causing or participating in the harassment of another worker;  (c) cooperate with any other person exercising a duty imposed by this Part or the regulations made pursuant to this Part; and  (d) comply with this Part and the regulations made pursuant to this Part. | “worker” means:  (i) an individual, including a supervisor, who is engaged in the service of an employer; or  (ii) a member of a prescribed category of individuals | Do workers protect themselves/others from harm?  Do workers refrain from participating in harassment?  Do they comply with the legislation?  Cooperate with legislated bodies? |
| **Occupational Health and Safety Regulations** | | | | |  |
| **3-1** | General duties of employers | All committees | The duties of an employer at a place of employment include:  (a) the provision and maintenance of plant, systems of work and working environments that ensure, as far as is reasonably practicable, the health, safety and welfare at work of the employer’s workers; (b) arrangements for the use, handling, storage and transport of articles and substances in a manner that protects the health and safety of workers;  (c) the provision of any information, instruction, training and supervision that is necessary to protect the health and safety of workers at work; and  (d) the provision and maintenance of a safe means of entrance to and exit from the place of employment and all worksites and work-related areas in or on the place of employment. | “work-related area” means all places that are ancillary to a place of employment, and includes lunchrooms, restrooms, first aid rooms, lecture rooms, parking lots under the control of the employer or contractor, offices and work camp living accommodations, but does not include a permanent living accommodation. | Do our facility, work systems and environment provide a safe workplace?  Can you use, handle, store and transport things safely?  Do you have all the information, instruction/ training and supervision to work safely?  Do you have a safe entrance and exit to work? |
| **3-2** | General duties of workers | All committees | A worker shall:  (a) use the safeguards, safety appliances and personal protective equipment provided in accordance with these regulations and any other regulations made pursuant to the Act; and  (b) follow the safe work practices and procedures required by or developed pursuant to these regulations and any other regulations made pursuant to the Act. | “Act” means *The Saskatchewan Employment Act, 1993*  “personal protective equipment” means any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue  “safeguard” means a guard, shield, wire mesh, guardrail, gate, barrier, safety net, handrail or other similar equipment that is designed to protect the safety of workers, but does not include personal protective equipment | Do workers use provided PPE and safety equipment?  Do they follow the safe work practices and/or procedures? |
| **3-6** | Supervision of work | All committees | (1) An employer or contractor shall ensure that:  (a) all work at a place of employment is sufficiently and competently supervised;  (b) supervisors have sufficient knowledge of all the following with respect to matters that are within the scope of the supervisor’s responsibility:  (i) the Act and any regulations made pursuant to the Act that apply to the place of employment;  (ii) any occupational health and safety program at the place of employment;  (iii) the safe handling, use, storage, production and disposal of chemical and biological substances;  (iv) the need for, and safe use of, personal protective equipment;  (v) emergency procedures required by these regulations;  (vi) any other matters that are necessary to ensure the health and safety of workers under their direction; and  (c) supervisors comply with the Act and any regulations made pursuant to the Act that apply to the place of employment and ensure that the workers under their direction comply with the Act and those regulations.  (2) A supervisor shall ensure that the workers under the supervisor’s direction comply with the Act and any regulations made pursuant to the Act that apply to the place of employment. | “Act” means *The Saskatchewan Employment Act*  “biological substance”means a substance containing living organisms, including infectious micro‑organisms, or parts of organisms or products of organisms in their natural or modified forms  “chemical substance” means any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour, other than a biological substance  “competent” means possessing knowledge, experience and training to perform a specific duty  “personal protective equipment” means any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue | Is all work sufficiently and competently supervised?  Do supervisors comply with legislation? Do they ensure the workers do as well?  Do supervisors know   * Legislation that applies? * The OH&S programs available? * The safe management of chemicals? Biological substances? * The need for PPE? Safe use? * Emergency procedures? * How to keep workers safe? |
| **3-7** | Duty to inform workers | All committees | An employer shall ensure that each worker:  (a) is informed of the provisions of the Act and any regulations pursuant to the Act that apply to the worker’s work at the place of employment; and  (b) complies with the Act and those regulations. |  | Do employees know what the legislation means to them?  Do they comply with it? |
| **6-20** | Visually demanding tasks | All committees | (1) An employer or contractor, in consultation with the committee, shall identify any tasks that involve a potentially harmful visual demand on a worker.  (2) An employer or contractor:  (a) shall take all practicable steps to reduce the harmful visual demand of those tasks;  (b) shall inform the worker of the risk of performing those tasks;  (c) shall advise the worker to consult a physician or an optometrist if any persistent vision impairment, disability or visual strain results from performing the tasks;  (d) where a worker cannot attend a consultation mentioned in clause (c) during the worker’s time off work, shall permit the worker to attend the consultation during normal working hours without loss of pay or other benefits; and  (e) where a worker cannot recover the costs of a consultation mentioned in clause (c), shall reimburse the worker for the costs of the consultation that, in the opinion of the director, are reasonable. | “committee” means an occupational health committee | Has the employer identified visually demanding tasks?  Have they   * Taken steps to reduce the risk * Informed workers of the risk * Advise the worker to consults a physician or an optometrist if any persistent issues arise * Allow them to attend during work time if they cannot arrange for it after hours * If worker cannot cover the costs for the consultation, reimburse the worker |
| **The following sections (23-3 – 23-10) apply to asbestos. Only committees where asbestos dust is likely to be released into the air need to review these sections.** | | | | | |
| **23-3** | Prohibition re crocidolite | Committees with asbestos on site. | No employer, contractor, owner, worker or self-employed person shall install crocidolite or any mixture containing crocidolite. | “asbestos” means the fibrous form of crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or a mixture containing any of those minerals | General information |
| **23-4** | Prohibition re spraying | Committees with asbestos on site | No employer, contractor, owner, worker or self-employed person shall spray asbestos-containing materials. |  | General Information |
| **23-5** | Identification of asbestos- containing materials | Committees with asbestos on site. | (1) Subject to subsection (3), an employer, contractor or owner shall identify and keep a written record of the following materials that the employer, contractor or owner knows or may reasonably be expected to know are present in a place of employment and with which workers may come into contact:  (a) asbestos-containing material;  (b) subject to subsection (2), any material likely to contain asbestos.  (2) Any material likely to contain asbestos is deemed to be asbestos-containing material for the purposes of this Part until the material is determined to be asbestos‑free.  (3) An employer, contractor or owner shall immediately identify the presence in a place of employment of all material that is likely to contain asbestos, is damaged or in poor repair and is likely to release asbestos dust into the atmosphere at the place of employment.  (4) An employer, contractor or owner shall ensure that the identification and assessment of asbestos-containing materials pursuant to subsection (1) or the determination of asbestos-free materials pursuant to subsection (2) is performed only by a competent person.  (4.1) An employer, contractor or owner shall ensure that the written record mentioned in subsection (1) includes the following information for each asbestos‑containing material or each type of asbestos-containing material:  (a) its location;  (b) its characteristics;  (c) its accessibility.  (4.2) An employer, contractor or owner shall ensure that the written record mentioned in subsection (1) is updated each time asbestos-containing material is added to or removed from the place of employment.  (5) An employer, contractor or owner shall make a copy of the written record mentioned in subsections (1), (3), (4.1) and (4.2) readily available for reference by:  (a) the committee;  (b) the representative; and  (c) the workers. | “asbestos dust” means dust that consists of or contains asbestos fibres that are likely to become airborne  “asbestos-containing material” means:  (i) vermiculite determined to contain any asbestos when tested according to an approved method; or  (ii) any material, other than vermiculite, that when tested according to an approved method is determined to contain:  (A) a proportion of asbestos greater than 0.5%, if the material is friable; or  (B) a proportion of asbestos greater than 1.0%, if the material is non-friable | Is it likely that workers may come in contact with asbestos materials in your facility?  If so, is it identified? Are there written records showing the location, characteristics and accessibility?  Are these records updated when changes occur?  Is damaged asbestos or asbestos in poor repair identified?  Has all this work been performed by a competent person?  Are these records available to staff and the OHC? |
| **23-6** | Labelling, placarding, etc. | Committees with asbestos on site. | (1) Where workers have access to asbestos-containing materials identified pursuant to subsection 334(1), an employer, contractor or owner shall ensure that:  (a) the asbestos-containing materials are clearly and conspicuously labelled as asbestos;  (b) the presence and location of the asbestos-containing materials are clearly indicated on a placard that is posted in a conspicuous location as close as possible to the asbestos-containing materials; or  (c) the presence and location of the asbestos-containing materials are clearly indicated on a map or plan that is readily available to the workers.  (2) An employer, contractor or owner shall ensure that a label, placard, map or plan required by subsection (1) contains a warning of the danger to health from taking asbestos fibres into the body  (3) An employer, contractor or owner shall provide to all employers, contractors and self-employed persons at the place of employment who may be at risk from any asbestos process all relevant information from the record kept pursuant to subsection 334(1) and any material mentioned in subsection 334(2) that is likely to be disturbed and may release asbestos dust. |  | Have we labelled asbestos containing materials?  Do the labels identify the dangers of taking asbestos fibres into the body? (Labels, placards, and/or maps must contain a warning of the danger to health from taking asbestos fibres into the body)  Have those at risk of exposure been provided with the relevant information? (Those who may be at risk from exposure to asbestos must be given all relevant information from the written record developed) |
| **23-7** | Inspection | Committees with asbestos on site. | (1) An employer, contractor or owner shall ensure that all friable asbestos‑containing material and all sprayed-on asbestos surfaces are regularly inspected by the employer, contractor or owner and are inspected at least annually by a competent person to confirm that the material is not releasing, and is not likely to release, asbestos dust into the atmosphere.  (2) An employer, contractor or owner shall keep a written record of the annual inspection mentioned in subsection (1) and make a copy of the record available for reference by the workers. | “friable” means material that, when dry, is or can be crumbled, pulverized or powdered by hand pressure | Are friable and sprayed-on asbestos surfaces inspected regularly?  Are written records available to the staff? (Written records must be kept and a copy must be made available to workers) |
| **23-8** | Asbestos processes | Committees with asbestos on site. | (1) An employer or contractor shall:  (a) ensure that every asbestos process is carried out in a manner that prevents, to the extent that is practicable, the release into the air of asbestos dust;  (b) in consultation with the committee, develop an asbestos control plan that protects the health and safety of all workers in the event of the dispersal of asbestos dust into the atmosphere at a place of employment or worksite; and  (c) implement the asbestos control plan developed pursuant to clause (b).  (2) A plan developed pursuant to subsection (1) must be in writing and must include:  (a) the emergency procedures to be used in case of an uncontrolled release of asbestos, including:  (i) the means to protect exposed workers;  (ii) the methods to confine and control the release of asbestos; and  (iii) the decontamination procedures to be used;  (b) the asbestos processes that workers may undertake;  (c) the training of workers in any asbestos process the workers may be required or permitted to undertake;  (d) the methods to control the release of asbestos dust;  (e) the personal protective equipment that workers may be required to use;  (f) the decontamination procedures for:  (i) the worksite; and  (ii) the workers who undertake any asbestos process; and  (g) the inspection and maintenance schedule for all asbestos-containing materials.  (3) An employer or contractor shall make a copy of the plan developed pursuant to subsection (1) readily available for reference by workers.  (4) Where an asbestos process is undertaken, an employer, contractor or owner shall ensure that:  (a) the area is effectively isolated or otherwise enclosed to prevent the escape of asbestos dust to any other part of the place of employment;  (b) a warning notice is conspicuously displayed indicating that asbestos work is in progress;  (c) all asbestos-containing materials removed are placed in appropriate receptacles that are impervious to asbestos and that are clearly labelled “Asbestos”; and  (d) the receptacles mentioned in clause (c) are handled and transported in a manner that will protect them from physical damage. | “asbestos process” means any activity that may release asbestos dust,  and includes:  (i) the sawing, cutting or sanding of asbestos-containing materials;  (ii) the repair, maintenance, replacement or removal of asbestos surfaces;  (iii) the cleaning or disposal of asbestos materials;  (iv) the mixing or application of asbestos shorts, cements, grouts, putties or similar compounds;  (v) the storing or conveyance of materials containing asbestos; and  (vi) the demolition of structures containing asbestos. | Are asbestos process done in a way to prevent the release of asbestos dust?  Are asbestos control plans developed when necessary? Do they have all the required elements? (ways to protect exposed workers, methods to confine/control the release of asbestos and asbestos dust, decontamination procedures to be used, processes that workers are allowed to perform, training of workers, PPE that may be required, decontamination procedures for the worksite and workers, inspection and maintenance schedule for all asbestos containing materials)  Was the OHC involved in developing this plan? |
| **23-9** | Asbestos surfaces | Committees with asbestos on site. | An employer, contractor or owner shall ensure that:  (a) every asbestos surface is kept in good condition;  (b) all repairs and sealing necessary to prevent the breaking-off of asbestos or the release of asbestos dust from an asbestos surface are done immediately;  (c) no asbestos surface is disturbed for the purpose of maintenance, replacement, removal or repair until the surface is thoroughly wetted throughout the entire thickness; and  (d) where it is not practicable to comply with clause (c):  (i) the asbestos surface is kept wet while the surface is being disturbed; or  (ii) effective means are used to capture, at source, any dust created by the disturbance. | “asbestos surface” means the surface of an object that contains asbestos | Are asbestos surfaces kept in good condition?  Do repairs occur immediately?  Are surfaces wetted thoroughly before being disturbed? |
| **23-10** | Ventilation equipment | Committees with asbestos on site. | (1) Where exhaust ventilation equipment is used to contain asbestos dust, an employer, contractor or owner shall ensure that the equipment is:  (a) equipped with a HEPA filter;  (b) inspected regularly for defects;  (c) maintained; and  (d) certified by a competent person at least once each year as being able to function safely and effectively.  (2) Where exhaust ventilation equipment will exhaust into the interior of a place of employment that is occupied by workers, an employer, contractor or owner shall ensure that the equipment is tested in an approved manner by a competent person before beginning an asbestos process to ensure that the equipment is able to function safely and effectively. | “HEPA filter” means a high-efficiency particulate aerosol filter that is at least 99.97% efficient in collecting a 0.3 micrometre aerosol | Does exhaust equipment used for asbestos processes meet the requirement identified? |
| **30-2** | Electrical workers |  | (1) Subject to subsection (2), an employer or contractor shall permit only electrical workers to construct, install, alter, repair or maintain electrical equipment.  (2) An employer or contractor may permit a competent worker who is not an electrical worker:  (a) to operate powered mobile equipment and perform non-electrical work on or near de-energized electrical equipment;  (b) to extend a portable power cable for routine advancement by interconnection of approved cord connectors, cord caps or similar devices;  (c) to change light bulbs or tubes;  (d) to insert or replace an approved fuse, to a maximum of 750 volts, that controls circuits or equipment; or  (e) to connect small portable electrical equipment that operates at less than 750 volts to supply circuits by means of attachment plugs, where the connection does not overload the circuit conductors, or to use or operate small portable electrical equipment that is connected in that way. | “competent worker”, with respect to a particular task or duty, includes a worker who is being trained to perform that task or carry out that duty and who is under close and competent supervision during that training  “powered mobile equipment” means a self-propelled machine or a combination of machines, including a prime mover, that is designed to manipulate or move materials or to provide a work platform for workers | Are electrical workers the only ones constructing, installing, altering, repairing or maintaining equipment? |
| **30-3** | Electrical equipment |  | (1) An employer or contractor shall ensure that only approved electrical equipment is used by workers and that the electrical equipment is:  (a) approved for the intended use and location of the electrical equipment;  (b) maintained in proper working condition and capable of safe operation; and  (c) tested in accordance with the manufacturer’s recommendations.  (2) Where defects or unsafe conditions have been identified in electrical equipment, an employer or contractor:  (a) shall ensure that:  (i) steps are taken immediately to protect the health and safety of any worker who may be at risk until the defects are repaired or the unsafe conditions are corrected; and  (ii) the defects are repaired or the unsafe conditions are corrected as soon as is reasonably practicable; or  (b) shall ensure that the electrical equipment is disconnected and removed from use |  | Is electrical equipment   * Approved for its intended use and location? * Tested appropriately? * Repaired quickly? * Removed until repaired? |
| **30-7** | Extension and power supply cords |  | An employer or contractor shall ensure that an electrical extension or power supply cord used for supplying energy to any electrical equipment:  (a) is approved for the intended use and location of the electrical extension or power supply cord;  (b) is fitted with approved cord end attachment devices that are installed in an approved manner;  (c) is provided with a grounding conductor; and  (d) is maintained and protected from physical or mechanical damage. | “maintained” means kept in a condition of efficient and safe functioning by a system of regular examination, testing and servicing or repair | Are extension/power cords:   * Approved for the intended use/location (outdoor/indoor cords) * Fitted with an appropriate end piece? * Provided with a conductor? * Maintained and protected from physical/ mechanical damage? |

## Policy Review

Policy 1.2 – Employer Responsibilities Policy 1.3 – Director Responsibilities Policy 1.4 – Employee Responsibilities Policy 1.15 – Contractor Responsibilities

What should these policies address? These policies should:

* Identify the responsibilities of:
  + The Employer
  + Supervisors
  + Workers

Do the four identified policies clearly outline the safety responsibilities for individuals?