



Saskatchewan Association for  
Safe Workplaces in Health

# **OHS 101 Overview**

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**Supplemental Information to Safety  
Education for Home Operators,  
Healthcare Managers, Supervisors,  
Directors, and Frontline Healthcare  
Workers**



## OHS 101: Series of Seven

### Educational Modules on Occupational Health and Safety

#### MODULE 1 – Legislative Compliance and Role Clarity

The *Saskatchewan Employment Act* (SEA) is the legislation used to regulate employment in Saskatchewan. It outlines the minimum standards for basic conditions of employment, such as minimum wage, work hours, overtime, leaves of absence, and termination notice and pay. It also sets down the legal rights and duties of employers and employees. The *Act* outlines the general, legislated safety standards and requirements for occupational health and safety in Saskatchewan.

There are many system partners that support effective application of this legislation, each with roles and responsibilities to ensure and promote safety in the workplace. This module takes the learner through some historical pathways and leads to a view of the current state of health and safety in healthcare.

#### MODULE 2 – Violence Prevention

Violence in healthcare is increasing. Unfortunately, it has become normalized and remains an area that is underreported. The focus of this module is to highlight and share the online tools and resources that are available to healthcare teams to assess the risk of violence in their workplace. It is the intention of this module to bring about greater awareness, work to increase reporting and to actively engage in a strategic approach that calls us all to collaborate for system improvement in this area.

**Violence is 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 the worker is at risk of injury.**

*Section 3-26, The Occupational Health and Safety Regulations, 2020*

#### MODULE 3 – Safety Management System

There are many Safety Management System (SMS) templates and frameworks that support an employer to ensure safety in the workplace. This module provides some historical context to the development of the current SMS consisting of six elements, which was built in partnership with the Ministries and former Health Regional Occupational Health and Safety Representatives. It was developed to ensure there was a systematic approach to protect the health and safety of the employers' workers. This module bridges in the SMS basics online course that is available to all healthcare team members.

#### MODULE 4 – Exposure Control Plan

It is important to know and have access to the details of a workplace Exposure Control Plan/Plans (ECP). It is something all employers hope never to have to activate; however, it is an essential part of emergency planning and is important that workers have a good working knowledge of the ECP and how they came to be. The employer is required to have an Exposure Control Plan in place that is readily accessible to all workers.



This module will cover off the essential content of an ECP, such as:

- The identification of workers that may be required to handle, use or produce an infectious material or organism and are likely to be exposed as the place of employment.
- Identify categories of tasks and procedures that may put a worker at risk.
- Identify potential routes of entry into the body of infectious materials.

## MODULE 5 – Effective Occupational Health and Safety Committee Work

The greatest lever of change to support workplace health and safety is an effective and knowledgeable Occupational Health and Safety Committee (OHC). This module brings about some recommendations for discussion on what makes for a productive committee and will highlight the benefits of following a 'Master Plan'. An OHC's role is to monitor the workplace, provide guidance, and make recommendations to the employer for eliminating/controlling health and safety risks. OHC's do not have direct responsibility for correcting hazards at their workplace. This module is an excellent bridge to the required Occupational Health and Safety Level 1 and 2 training.

## MODULE 6 – Safety for Supervisors

Safety for Supervisors is a legislative requirement that introduces supervisors to their legal responsibilities for health and safety in the workplace. This module includes how to locate information relevant in their workplace in the Saskatchewan Legislation. It also includes the roles, duties, and competencies of everyone within the OH&S responsibility system. It will detail specific roles and duties for health and safety such as hazard identification, risk assessments, and hazard controls as these relate to workplace inspections, investigation of incidents and work refusals. This module is a bridge to the required safety for supervisor training.

## MODULE 7 – System Partners in Safety

SASWH is fortunate to have many system partners who are equally dedicated to supporting health and safety in the healthcare sector. This module provides clarity on the different organizations collaborating on this goal, and the roles and responsibilities they each have.

**An employer shall ensure that a worker is trained in all matters that are necessary to protect the health and safety of the worker.**

*Section 3-8, The Occupational Health and Safety Regulations, 2020*

**Please note:** This series of modules contain supplemental information intended to support new hires, home operators, managers or supervisors who may be new to the healthcare sector. These modules are educational in nature and are not a substitute for the required safety education and training a worker needs for their role.