



Occupational Health & Safety Committee

Prepared by: Gordon Hood, Coordinator Health, Safety and Environment

Approved by: Jim Toye, City Manager

Signature:  **Policy No:** 11

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Policy:

The City of Prince Albert will establish joint Occupational Health and Safety Committees to resolve any occupational health and safety issues which may arise in the course of performing work. The Committee's role is to advise, assist and recommend changes and improvements concerning health and safety issues to management.

The purpose is to address the occupational health and safety issues which may arise in the workplace.

The Occupational Health & Safety Committee is not responsible for enforcing the City of Prince Albert Occupational Health & Safety Policies or the Saskatchewan Occupational Health & Safety Act and Regulations. The Committee acts as an advisory group but does not have line authority. The responsibility for enforcement lies with management!

Responsibility:

1. Senior Management:

- a. Ensure that an Occupational Health and Safety Committee(s) are established.
- b. Provide sufficient time and resources for the effective functioning of the Committee.

2. Occupational Health and Safety Committee:

- a. Serve as an alternate method of resolving safety concerns of workers where the established reporting structure has not satisfactorily resolved the concern.
- b. Promote safety awareness within the workplace.
- c. Make recommendations to enhance the occupational health and safety environment of the workplace.

- d. Assist in developing Health and Safety Procedures by consulting and making recommendations to the employer.
- e. Participate in the investigation and the resolution of work refusals under Section 23 of the Occupational Health and Safety Act that cannot be resolved at the local level.
- f. Participate in the investigation of fatal accidents, serious injuries and dangerous occurrences.
- g. Perform regular inspections of the workplace.
- h. Ensure that minutes of the meetings are kept and accurately depict the discussions at the meeting.
- i. Ensure that copies of the minutes of every meeting are circulated to as wide an audience as possible in the workplace, including posting of minutes on notice boards.

3. **Supervisor:**

- a. Permit workers on the Committee, under their supervision, sufficient time to deal with occupational health and safety concerns, attend inspections and to attend meetings of the Committee.
- b. Cooperate with the Committee in the process of carrying out their duties under the provisions of the Occupational Health and Safety Act and Regulations.
- c. Cooperate with any other person assisting the Occupational Health and Safety Committee in carrying out their duties.

4. **Coordinator, Health, Safety & Environment:**

- a. Provide advice, guidance, oversight and training to Occupational Health and Safety Committees.
- b. Attend the meetings of the Occupational Health and Safety Committees whenever possible.
- c. Monitor and/or coordinate activities between Occupational Health Committees, Government Agencies and the various City Departments.

5. **Worker:**

- a. Voluntarily serve on Occupational Health and Safety Committees.
- b. Present health and safety concerns to the Committee when these concerns cannot be solved “on the floor” at the immediate supervisor level.
- c. Follow the training and requirements placed on Occupational Health and Safety Committee members under current legislation.

Performance Standards:

1. All Occupational Health and Safety Committee members shall attend the Ministry of Labour Occupational Health and safety training level 1 and level 2.
2. The Occupational Health and Safety Committee will meet on a monthly or quarterly basis depending on the volume of issues being discussed.
3. The City Manager, Coordinator Health, Safety and Environment, or the Co-chair persons may call emergency meetings of the committee in addition to any regular meetings.
4. Minutes of all regular and emergency meetings shall be kept and posted for the information of workers.
5. The Occupational Health and Safety Committee shall conduct regular inspections of the workplace on a schedule set by the regulations and determined by the two co-chairpersons and coordinator, Health, Safety and Environment.