

Policy Title: Occupational Health and Safety

Last Approved: October 2023

BACKGROUND

The purpose of this policy is to set out the standards to be followed by employees in their everyday actions and confirm the legal requirements of the Saskatchewan School Boards Association ('Association') with respect to the health, safety and well-being of the workplace.

APPLICATION

This policy applies to all Association employees.

POLICY STATEMENT

The Association is committed to the promotion of health, safety and well-being for all employees, executive members, contractors, and visitors to the provision of a safe and healthy working environment, and to the prevention of occupational injuries and illnesses on Association premises.

4.1 RESPONSIBILITIES

1. Management

- Take all reasonable care to prevent work related accidents and disease through the recognition, evaluation, control, and wherever practical, the removal of hazards.
- Promote the awareness of occupational health and safety issues and safe work practices and procedures.
- Support employee involvement in all aspects of occupational health and safety.
- Ensure an Occupational Health & Safety Committee is established and maintained in accordance with "*The Saskatchewan Employment Act, Part III Occupational Health and Safety*" and Regulations.
- Comply with all legislated requirements relating to the health and safety of employees, executive members, clients and visitors.
- Contact the Occupational Health and Safety Committee when employees request training.

2. Employees

- Ensure all work site(s) maintain effective health and safety systems.
- Take all reasonable care to protect his or her health and safety and the health and safety of other Association employees, executive members, contractors, and visitors.
- Refrain from causing or participating in the harassment of other employees, executive members, contractors, and visitors.
- Participate in all aspects of occupational health and safety including the Occupational Health & Safety Committee.

- Comply with all legislative requirements relating to the health and safety of Association employees, executive members, contractors, and visitors.

3. Occupational Health & Safety Committee (OH&S)

3.1 Terms of Reference – OH&S Committee

The Occupational Health & Safety Committee (OH&S Committee) shall have a continuing concern with respect to the health and safety of Association employees, executive members, contractors, and visitors. Workplace health and safety is a high priority of the Association.

a. Membership and Chairperson

- i. The committee shall be comprised of one representative from the management team, one field employee representative and one administrative employee. Committee members are chosen annually.

b. Committee Duties

- i. The Committee shall hold regular meetings and take any recommendations to the Executive Director for decision. The minutes of the meetings shall be kept on permanent file, readily accessible to employees, a copy provided as information to the Executive upon request, and readily available for inspection by an occupational health officer.
- ii. Special meetings may be called by any committee member to deal with urgent concerns, imminent dangers to health or safety, investigations of accidents or dangerous occurrences, or refusals to work pursuant to *The Saskatchewan Employment Act*.
- iii. The Committee shall assist in the establishment and promotion of, and recommend the means of delivery of, health and safety programs for the awareness, education and information of employees.
- iv. The Committee shall maintain records with respect to the duties of the committee.
- v. The Committee shall carry out any other duties as specified or prescribed in *The Saskatchewan Employment Act*.

REFERENCES

“The Saskatchewan Employment Act, Part III Occupational Health and Safety”

“The Occupational Health and Safety Regulations, 1996”