

Title:	Occupational Health Committee Policy
Adopted on:	August 5, 2020
Adopted by:	City Manager
Jurisdiction of Policy:	Safety Coordinator
Revision Date:	March 4, 2021

1. MEMBERS

The City of Weyburn will ensure that an Occupational Health Committee (OHC) is formed at each facility where 10 or more workers are present and a representative is in place at facilities with less than 10 employees. The City of Weyburn will designate persons to represent the employer on the committee and ensure that there are a sufficient number of members representing workers on the committee to equitably represent groups of workers who have substantially different occupational health and safety concerns. At the first meeting of a committee, members of the committee representing workers shall elect a worker Co-Chairperson from among their number and the City of Weyburn will appoint an employer Co-Chairperson from the members of the committee representing the employer. The names of committee members shall be conspicuously posted at the facility OHC Board. The committee members shall hold office until a successor is designated, and may be designated for a second or subsequent term.

2. TRAINING

The City of Weyburn shall ensure that the Co-Chairpersons receive training respecting the duties and functions of a committee. Upon giving reasonable notice, the Co-Chairpersons shall be permitted to take leave for a period or periods of not more than five working days per year to attend occupational health and safety training programs, seminars or courses of instruction. The Co-Chairpersons shall receive full pay and benefits during the training.

3. MEETINGS

The OHC shall hold its first meeting within two weeks of being established; hold three subsequent meetings at intervals not exceeding one month; and after that hold regular meetings at intervals not exceeding three months. The OHC shall ensure that a quorum consists of at least one half of the members of a committee where representatives of both employers and workers are present and at least one half of the members present represent workers. Any business of a committee that is transacted where a quorum is not present is not a valid meeting of the committee.

Part 4, Section 7, of *The Occupational Health and Safety Regulations, 2020* states:

“Either Co-Chairperson mentioned in Section 4-6 may call a special meeting of a committee to deal with urgent concerns, imminent dangers to health or safety, investigations of accidents or dangerous occurrences or refusals to work pursuant to Section 3-31 of the Act.”

4. DUTIES

Employer and worker Co-Chairpersons shall keep the City of Weyburn and its employees informed of the activities, concerns and recommendations of the committee and of any information addressed to the committee. The OHC shall help identify, assess and control hazards and provide a channel of communication between the City of Weyburn and its workers. The OHC shall conduct yearly inspections and participate in incident investigations. The OHC shall receive, consider and resolve matters respecting the health and safety of workers, help develop and monitor policies, plans and programs and investigate refusals to work under Section 3-31 of *Saskatchewan Employment Act*.

Part 4, Section 3, Sub-Section (3) of *The Occupational Health and Safety Regulations, 2020* states:

“Decisions of a committee with respect to refusals to work pursuant to Section 3-31 of the Act must be by unanimous vote of members of the committee who are present.”

5. RESPONSIBILITIES

Co-Chairperson & Safety Coordinator

The committee will be represented by two Co-Chairpersons. One will be appointed to represent management and one will be an elected position from the employee represented membership.

Co-Chairperson shall alternate chairing of the meetings. The Safety Coordinator is available to advise Co-Chairs as required.

The Co-Chairpersons’ responsibilities include:

- a. Scheduling meetings and notifying committee members;
- b. Inviting specialists to attend meeting when required by the committee;
- c. Guiding the meeting according to the agenda and time available;
- d. Ensuring all discussion items end with a decision, action or definite outcome;
- e. Reviewing and approving the draft minutes before distribution;
- f. Reviewing and approving the meeting agenda; and
- g. Training of representatives, committee members.

Recording Secretary

The responsibilities of the Recording Secretary include:

- a. Preparing agendas, issuing notices for meeting and ensuring all necessary documents requiring discussion or comment are attached to the agenda;
- b. Distributing the agenda prior to the meeting;
- c. Documenting and preparing minutes of meeting;
- d. Distributing the minutes to all committee members without delay and ensuring they are made available to all employees;
- e. Ensuring the minutes are reviewed by the Co-Chairpersons and accepted by committee members as a true and accurate record at the close of the following meeting; and
- f. Send minutes and deficiency list to Directors within seven (7) days of inspection.

Committee Members

The responsibilities of the Committee Members include:

- a. Helping employers identify, eliminate, or control hazards;
- b. Making recommendations to the employer for improving workplace health and safety;
- c. Talking with workers about health and safety concerns and helping resolve the concerns;
- d. Receiving and distributing information, including OHS Division publications;
- e. Inspecting the workplace regularly;
- f. Investigating reportable incidents (meaning accidents and dangerous occurrences);
- g. Helping establish and promote health and safety programs, policies, and training;
- h. Investigating refusals to work; and
- i. Helping employers comply with OHS legislation.

Directors

The responsibilities of the Directors include:

- a. Comply with OH&S regulations;
- b. Return deficiency list that is emailed to you by the Recording Secretary within 10 days of receiving the email with corrective actions and timely due dates to the Recording Secretary and or Safety Coordinator.

City Manager

The responsibilities of the City Manager include:

- a. Overseeing of the program;
- b. Consult and co-operate with any Occupational Health Committee at the place of employment for the purpose of resolving concerns on matters of health, safety and welfare at work; and
- c. Insuring Directors complete inspection requirements in a timely manner in order to comply with OH&S Acts and Regulations.

6. MINUTES & RECORDS

A committee shall record minutes of each meeting in a format provided by the division and keep the minutes on file with the committee and post a copy of the minutes at a location that is readily accessible to workers at the place of employment until all concerns recorded in the minutes are resolved. Maintain records with respect to the duties of the committee pursuant to Section 3-27 of *Saskatchewan Employment Act*.

7. PARLIAMENTARY PROCEDURES FOR OHC MEETINGS***Order of Business***

1. Call OHC Meeting to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Committee Co-Chair reports.
5. Unfinished business.
6. New business.
7. Announcements.
8. Adjournment.

Introduce a Motion

- In order to introduce a motion, you must have the floor. Therefore you shall raise your hand, address the Chairmen and have the employer Co-Chair acknowledge you.
- Make your motion clearly by affirmatively stating "I move that...,"
- Another member may second your motion implying that they agree that the committee shall hear the motion.
- If there is no second, the Co-Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Co-Chair states the question by saying, "It has been moved and seconded that ... (state the motion)..., is there any discussion?"

Discussing the Motion

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- All comments should be directed to the Co-Chairs.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- A person may speak a second time in debate with the committee's permission.
- The mover may speak again only after other speakers are finished, unless called upon by the Co-Chairs.

Voting on a Motion

- The Employer Co-Chair asks, "Are you ready to vote on the question?"
- If there is no more discussion, a vote is taken by Voice -- The Employer Co-Chair asks those in favour to say, "aye", those opposed to say "no". Any member may move for an exact count.

8. SAMPLE OHC MINUTES FORM

	<h2 style="margin: 0;">Minutes</h2> <h3 style="margin: 0;">Occupational Health Committee</h3>							
<p>Complete all information on top: Type or handwrite</p>								
<p>Name of firm _____</p>								
<p>Mailing address & Postal Code _____</p>	<p>Phone: _____</p>							
<p>Worksite address _____</p>	<p>Phone: _____</p>							
	<p>Fax: _____</p>							
	<p>Total # of workers in workplace _____</p>							
	<p>Meeting date _____</p>							
	<p>Date of next meeting _____</p>							
<p>Employer Co-chairperson _____</p>								
<p>Worker Co-chairperson _____</p>								
Management members	Occupation	Present	Absent		Worker members	Occupation	Present	Absent
Item Date & No.	Problem or Concern Give full explanation and details Divide old/new concerns	Action Taken or Proposed name person responsible				Target Date		
<p>Other Business (including requests to Occupational Health and Safety)</p>								
<p>Distribute copies as follows: Copy 1 - Permanent Committee Files Copy 2 - Employer Copy Copy 3 - Post on Committee Board for workers' information</p>			<p>In my opinion the above is an accurate record of this meeting</p> <p style="text-align: center;"> _____ Employer Co-chairperson Worker Co-chairperson </p> <p style="text-align: center;">Page ____ of ____</p>					