



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7300 Occupational Health and Safety Committees	Administrative Application	
	Effective:	September 6, 2017
	References:	Saskatchewan Employment Act 2014 ER-1 Treatment of Students and Parents/Guardians CCOHS - WorkSafe Saskatchewan
	Status:	Operational

Preamble

All facility sites shall form Occupational Health and Safety Committees in accordance with *The Saskatchewan Employment Act 2014*. Regina Catholic Schools are legally required to set up and maintain an Occupational Health Committee (OHC) at workplaces with 10 or more workers. An OHC works with Regina Catholic School Division and workers to create a healthy and safe work environment by detecting Occupational Health and Safety hazards and developing approaches to eliminate or control those hazards.

Application

1. The principal shall act as Regina Catholic School Division's representative on the committee.
2. There shall be representatives from each employee group at the school level.
3. A minimum of four meetings shall be held annually at equally spaced intervals in the school year.
4. Minutes of Occupational Health and Safety committees must be filed with:
 - a. Superintendent of Facilities
5. Minutes of Occupational Health and Safety committees must be filed by:
 - a. October 30th
 - b. January 30th
 - c. April 30th
 - d. June 30th
6. Additional meetings may be called when deemed necessary.
7. Training for OHC Members
The Saskatchewan Employment Act requires committee co-chairs to be trained in the duties and functions of an OHS member. Regina Catholic School Division will provide education leave for occupational health and safety training. The following courses are required:
 - a. Workplace Incident Investigation
 - b. Workplace Inspection Training