

<p><b>Personnel and Employee Relations</b> <b>7300</b></p> <hr/> <p><b>Occupational Health and Safety Committees</b></p>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	January 15, 2020
	<b>References:</b>	Saskatchewan Employment Act Occupational Health and Safety Regulations 1996 Part IV Committees and Representatives WorkSafe Saskatchewan - Committee Manual Policy 12 - Role of the Director
	<b>Status:</b>	Operational

### Preamble

All facility sites shall form Occupational Health and Safety Committees in accordance with *The Saskatchewan Employment Act 2014*. The Regina Catholic School Division (RCSD) is 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 (RCSD) and workers to create a healthy and safe work environment by detecting Occupational Health and Safety (OH&S) hazards and developing approaches to eliminate or control those hazards.

### Application

1. The principal shall act as RCSD's representative on the committee.
2. There shall be representatives from each employee group at the school level.
3. A minimum of four (4) meetings shall be held annually at equally spaced intervals in the school year.
4. Minutes of OH&S committees must be filed with:

Human Resource Services

5. Minutes of OH&S committees must be filed by:
  - a. October 30<sup>th</sup>
  - b. January 30<sup>th</sup>
  - c. April 30<sup>th</sup>
  - d. June 30<sup>th</sup>
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 OH&S member. RCSD will provide education leave for occupational health and safety training. The following courses are required:
  - a. Level 1 Occupational Health Committee (OHC) Course

- b. Level 2 Occupational Health Committee (OHC) Course
  - i. Workplace Incident Investigation
  - ii. Workplace Inspection Training
- c. WHMIS 2015