Administrative Procedures 610

OCCUPATIONAL, HEALTH AND SAFETY

Background

The Superintendent of Facilities shall ensure the Division is compliant with the provisions of The Saskatchewan Employment Act and Regulations including but not restricted to the establishment and functioning of Occupational Health and Safety Committees and the provision of required training.

The Division is committed to the safety and protection of its staff, students and the public from accidents or injury. It is recognized that the responsibilities for the work place safety are shared by management and employees.

Management is committed to provide active leadership and participation in the spirit of commitment and co-operate with workers in order to maintain a safe workplace.

Employees at all levels are responsible for following all procedures as set out in the safety program and, wherever possible, to improve on these safety measures.

The Division's Safety Program is to be posted in a prominent location at all facilities and main office.

The information in this safety program is meant to compliment The Saskatchewan Employment Act in all instances the more inclusive measures shall be followed.

The contents of this manual have been reviewed by Management and the Safety Committee. All changes shall be inserted in the manual where indicated.

Procedures

1. Occupational, Health & Safety Meetings
   - 1.1 All management and employee co-chairs must obtain OHS level 1 certification.
   - 1.2 After each meeting of the facility's Occupational Health and Safety Committee, documentation of the meeting is to be completed. OH & S Minute Form
   - 1.3 It is the management co-chair's responsibility to send a copy of the meeting documentation to the Superintendent of Facilities.

2. Management responsibilities (Superintendent of Facilities)
   - 2.1 To provide required information, instruction and assistance to all safety committee members in order to maintain the health and safety of all employees.
   - 2.2 To maintain overall control of the safety program of the division.
   - 2.3 To incorporate the Division's Safety Program as an integral part of all sub-contractor and supplier contracts.
   - 2.4 To monitor and hold accountable all employees, sub-contractors and suppliers for their safety performance.
   - 2.5 To ensure that all required Personal Protective Equipment (P.P.E.), tools and training are provided to maintain the Division's Safety Program.
   - 2.6 To maintain ongoing safety education programs and approved first aid training courses as required to maintain the safety program.

3. Contractor and Supplier Responsibilities
   3.1 To ensure that all levels of their company structure comply with the responsibilities as stated in employee responsibilities.
   3.2 To provide all W.H.M.I.S information and M.S.D.S. data sheets as required to comply with the Division's Safety Program and O.H. &S. requirements.

4. Employee Responsibilities
   4.1 To understand and incorporate the Division's Safety Program into their daily routine.
   4.2 To wear all P.P.E. as required to meet O.H.&S. regulations, the Division Safety Program and to conform to WHMIS and MSDS requirements.
   4.3 To ensure that the Division's Safety Program is followed by all fellow employees, sub-trades, suppliers and site visitors.
   4.4 To report and correct any unsafe conditions.
   4.5 To immediately report any acts that result in personal injury, property loss, or "near miss" incidents to immediate supervisor.
   4.6 All employees have the right to know, the right to participate and the right to refuse as per the *OHS Act.*

Reference: Sections 85, 87, 108, 109, *The Education Act, 1995*
Saskatchewan Employment Act
Public Health Act
Workers' Compensation Act

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