


<b>Administrative Procedures 430</b>		
<b>Occupational Health and Safety Committee</b>		
		<b>Adopted:</b> <b>June 28, 2011</b>  <b>Amended:</b> <b>July 23, 2018</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85</li> <li>• The Saskatchewan Employment Act</li> <li>• Public Health Act</li> </ul>	<b>Internal References:</b>

## Background

All sites in the Division that have ten (10) or more Division employees on location shall establish and maintain an Occupational Health and Safety Committee in compliance with the Saskatchewan Employment Act.

## Procedures

1. On an annual basis, the Principal or Supervisor in each work location is to advise employees, students and volunteers, and the local Occupational Health and Safety Committee of these procedures and their intent, and post the procedures in accordance with the Saskatchewan Employment Act.
2. The Occupational Health and Safety Committee shall consist of no fewer than two (2) and no more than twelve (12) members, with the membership being representative of all employee groups present in the school.
3. There will be two Co-Chairs of the Occupational Health and Safety Committee at each location. A school-based administrator or Division level supervisor or manager shall serve as the employer Co-Chair.
4. The employee Co-Chair shall be determined from among the employee representatives to the Occupational Health and Safety Committee.
5. The Occupational Health and Safety Committee will review and report health and safety issues in the workplace.
6. The Occupational Health and Safety Committee will meet at least once every three (3) months and will keep minutes of each meeting on forms developed and required by the Saskatchewan Employment Act.
7. One (1) copy of the minutes will be filed at the school and one (1) copy forwarded to the Facilities Supervisor within ten (10) days of each meeting. One (1) copy will be displayed at a visible location in the school. The Facilities Supervisor will advise the Superintendent of Business of any serious deficiencies identified in these reports.
8. An electronic copy of the minutes form can be found at <http://www.lrws.gov.sk.ca/ohs-minutes-form-doc>.