

OHC TRAINING LEVEL 1



Workbook

WorkSafe[™]
SASKATCHEWAN

www.worksafesask.ca

Work to live.



Level 1 Occupational Health Committee Training



Administration

- Emergency exits
- Washrooms
- No smoking policy
- Cell phones
- Breaks



Form OHCs

- Number off
- Move to occupational health committee (OHC/committee) with your number
- You will practice working through the projects with your committee



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Introductions

- Instructor
- Introduce yourselves
 - Name
 - Employer
 - Industry
 - How long on OHC



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Course materials

- Level 1 Workbook
 - Includes projects
- OHC Manual
- Legislation
- Handouts



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Learning objectives

- Ability to locate occupational health and safety (OHS) legislation to address OHS issues
- OHC role in the workplace responsibility system (WRS)
- Requirements for OHC
- Duties of OHC
- Ability to identify, assess and control hazards
- Conduct meetings and develop recommendations for corrective actions
- Handling concerns and refusals to work



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Icebreaker project

- Your table becomes working group (OHC) for all Level 1 projects
- Ask each person in group to identify OHS concern(s) at their workplace
- Select three concerns for your group and post to flipchart
- Have spokesperson explain to class



Icebreaker project

Instructions

Ask each person in your group to identify a health and safety concern (not necessarily from their workplace) and record your discussions in the workbook. As a group, select three concerns to use as examples for assignments later in this course.

Select someone to record the three concerns you selected on flipchart paper and post the paper on the walls. Put your group number on the flipchart sheet. You will be asked to have a spokesperson to briefly explain the three concerns with the class.

On Day 2, you will apply what you learn today to resolve a concern from the list recorded on your flipchart.

List OHS concerns:

OHS history in Saskatchewan

- Saskatchewan passed the first occupational health and safety act in 1972 to deal with social and economic costs of workplace accidents and illnesses
- Saskatchewan led way, setting OHS standards for Canada
- Our framework is one of the most progressive



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Health and safety works

- 2012 was 40th anniversary of OHS legislation
- 2002: The WCB and LRWS forged WorkSafe Saskatchewan injury prevention partnership
- Since 2002, Saskatchewan's Time Loss injuries have decreased by 50%



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Health and safety works

- In 2013, Saskatchewan's Time Loss injury rate: 2.54%
- In 2011, three in every 100 workers covered by the WCB had a Time Loss injury
- 50% decrease in Time Loss injury rate over 11 years
- Health & Safety Leadership Charter



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Workplace responsibility system (WRS)

- Used to be internal responsibility system (IRS)
- **Foundation:** Everyone in workplace (both workers and employers) is responsible for their own health and safety, and for health and safety of others
- Employer and workers work together to identify, assess and resolve health and safety concerns in workplace



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Introduction

Part III of [The Saskatchewan Employment Act, \(SEA\)](#) and [The Occupational Health and Safety Regulations, 1996](#) (the regulations) are based on these principles:

1. Employers and workers should cooperatively identify, assess and resolve health and safety concerns inside the workplace by maintaining an effective workplace responsibility system (WRS).
2. Every worker has the right to know about workplace hazards and how to control the risk of injury from them.
3. Workers share responsibility with the employer for maintaining a healthy and safe workplace and have the right to participate in making health and safety decisions.
4. Every worker has the right to refuse work the worker has reasonable grounds to believe is unusually dangerous (SEA 3-31).

Workers who carry out duties or exercise rights set out under the legislation are protected.

Worker rights

- Saskatchewan was first to protect three rights into OHS legislation for workers
- Worker rights support principles of WRS:
 - The right to know
 - The right to participate
 - The right to refuse



Participate

- Every employer with 10 or more workers at a workplace must set up an OHC
- There are currently approximately 5,800 active OHCs in Saskatchewan



What is an occupational health committee?

To help implement the right to participate, legislation requires employers with 10 or more workers at a workplace to set up a joint worker/employer occupational health committee (called a committee or OHC). An OHC has from two to 12 members. The workers select at least half. The employer appoints the rest, including one of the two co-chairpersons. Worker members select the other co-chair at the first committee meeting. Both co-chairs have the same powers and responsibilities.

OHCs must meet at least once every three months to discuss health and safety concerns. Each meeting must have a quorum. A quorum includes at least half of the OHC's members, with at least half being worker members. At least one employer member must be present.

What does an OHC do?

- Helps employer identify and control hazards
- Monitors WRS (programs, policies, plans and procedures)
- Communicates with workers regarding OHS
- Conducts inspections and investigations
- Promotes health and safety instruction
- Meets to discuss concerns and recommend corrective action



Members of the OHC

- OHC has from two to 12 members
 - Workers select at least half and employer selects the rest
- OHC has an employer co-chairperson and a worker co-chairperson
 - Both co-chairs have the same powers



OHC meetings

- OHC's meet on a regular schedule
- A quorum of OHC must be present
- OHC must keep minutes of each meeting
- OHC minutes are a communications tool

Minutes			
Occupational Health Committee			
Date: _____			
Time: _____			
Location: _____			
Chair: _____			
Secretary: _____			
Members Present: _____			
Members Absent: _____			
Guests: _____			
Agenda:			
Item	Discussion	Action Items or Programs	Start
No.			Time
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OHS representatives

- Representatives required in “prescribed places of employment” (five to nine workers), selected the same as OHC members
 - Moderate to high hazard industries
 - SEA 3-24 regulation 45 and Appendix, Table 7
- Representatives have the same duties as OHCs except do not investigate refusals to work



What the legislation is all about

Becoming familiar with the legislation will help you to understand your responsibilities and assist workers and the employer to resolve concerns.

Let’s spend a few moments learning about the legislation and how to find information in it. Next, we’ll review where committees fit in the WRS set up under the legislation and the requirements for setting up a committee and getting it running.

Objective 1:

Occupational health and safety legislation



The act and regulations

Saskatchewan health and safety legislation consists of an act, regulations and codes of practice. Acts must be passed by a legislature. Saskatchewan has [The Saskatchewan Employment Act \(SEA\)](#). Each act usually gives government (cabinet) the authority to enact supporting regulations.

Part III of the SEA:

- Sets out general duties for health and safety.
- States what to do by setting out the rights and responsibilities of everyone in the workplace.
- Establishes a framework for sharing responsibility, and identifying and controlling hazards.
- Provides an enforcement mechanism and penalties for non-compliance.

Radiation safety is now Part V of the SEA and sets out duties for protecting workers from radiation and equipment giving off radiation.

Regulations expand on and state how to meet duties set out by an act. *Example:* The SEA requires employers in certain industries to have a health and safety program (section 3-20). The Occupational Health and Safety Regulations spell out what must be in the program (regulation 22). The Appendix to the regulations lists those workplaces requiring programs (Table 7). The Mines Regulations set standards for the Saskatchewan mining industry. The Radiation Health and Safety Regulations set standards for meeting duties set out in Part V of the SEA.

Codes of practice advise employers how to comply with parts of the regulations. *Example:* Occupational Health and Safety (OHS) has published codes to help employers comply with requirements for protecting fire fighters and providing safe and healthy computer workstations (e.g., video display units).

OHS legislation

- Saskatchewan's occupational health and safety legislations consists of acts, regulations and codes of practice
- Acts are passed by legislature
- Saskatchewan has *The Saskatchewan Employment Act (SEA)*
- SEA gives government (cabinet) authority to enact supporting regulations



Saskatchewan Employment Act

- SEA consolidates 12 acts
- Contains 11 parts identified by Roman numerals (XI)
- Part III (OHS):
 - Sets out general duties for health and safety
 - States what to do by setting out the rights and responsibilities of everyone in the workplace
 - Establishes a framework for sharing responsibility and identifying and controlling hazards
 - Provides an enforcement mechanism and penalties for non-compliance
- SEA, Part V sets out duties for protecting workers from radiation and equipment giving off radiation



OHS regulations

- Regulations are passed by cabinet
- Regulations are minimum health and safety standards that must be met
- *The Mines Regulations* set standards for the Saskatchewan mining industry
- *The Radiation Health and Safety Regulations*:
 - Set standards for equipment that emit radiation
 - Set standards to protect radiation workers and public exposure



OHS regulations

- OHS regulations maintain how to meet duties set out by SEA, Part III
 - Example: SEA requires some employers (“prescribed places of employment”) to have a health and safety program (SEA 3-20)
- OHS regulations spell out what must be in the health and safety program (regulation 22)
- Appendix to the regulations lists those “prescribed places of employment” requiring programs (Table 7)



Codes of practice

Codes of practice advise employers how to comply with specific parts of the regulations

- Example: OHS Division has published codes to help employers comply with requirements for:
 - Protecting fire fighters
 - Providing safe and healthy computer workstations (video display units)



What is The Saskatchewan Employment Act (SEA)?

The SEA is a re-crafting of 12 existing pieces of legislation into one simple statute to modernize and simplify the provisions which establish the employment, labour relations and occupational health and safety standards in Saskatchewan.

The purpose of the SEA

The purpose of the SEA is to establish and promote compliance with:

- Employment standards;
- Workplace safety standards;
- Regulate relationships between employers and unions;
- Provide individual protections, standards and benefits, as well as rights, duties and obligations; and
- Enhance and reflect the realities of modern workplaces and work practices for Saskatchewan.

Legislation included in the SEA

The SEA replaces 12 pieces of legislation:

- The Assignment of Wages Act
- The Building Trades Protection Act
- The Construction Industry Labour Relations Act, 1992
- The Employment Agencies Act
- The Fire Departments Platoon Act
- The Health Labour Relations Reorganization Act
- The Labour-Management Dispute (Temporary Provisions) Act
- The Labour Standards Act
- The Occupational Health and Safety Act, 1993
- The Radiation Health and Safety Act, 1985
- The Trade Union Act
- The Wages Recovery Act

How the SEA is organized

PART I Preliminary Matters

PART II Employment Standards

PART III Occupational Health and Safety

PART IV Appeals and Hearings re: Parts II and III

PART V Radiation Health and Safety

PART VI Labour Relations

PART VII Public Service Essential Services (place holder)

PART VIII Labour-Management Actions (Temporary Measures During an Election)

PART IX General

PART X Repeals and Consequential Amendments

PART XI Coming into Force

Occupational health and safety (OHS) legislation is located in Part III of the SEA.

How to read the SEA

- Use the table of contents to search for topics.
- Search by section and not by page number.
- The SEA is organized into parts designated by roman numerals (i.e., Part I, II, etc).
- The SEA subdivides the part into divisions (e.g., Part III, Division 3, Duties).
- Divisions are divided into sections (e.g., SEA 3-8 General duties of employer and SEA 3-10 General duties of workers).
- For most parts, the first division of each part references the interpretation of the part and includes definitions.
- In the SEA, to find the general duties of supervisors, go to the table of contents and find Part III - Occupational Health and Safety. Follow the section numbers and titles until you find section 3-9 General duties of supervisors.

Example

Division 3 Duties

- 3-8 General duties of employer
- 3-9 General duties of supervisors
- 3-10 General duties of workers
- 3-11 General duties of self-employed persons
- 3-12 General duties of contractors
- 3-13 General duties of prime contractors at certain multi-employer work sites
- 3-14 General duties of owners
- 3-15 General duties of suppliers

Every section of the occupational health and safety legislation is preceded by the number 3 (meaning Part III of the SEA).

How to read the regulations

- When looking for information, search for the regulation numbers not the page numbers.
- Use the table of contents to find major parts and regulations.
- Look in the preliminary matters sections for definitions.
 - The regulations have a preliminary matters section following the table of contents. This section contains definitions of terms, such as construction (regulation 2(1)(o)) or officer (regulation 2(1)(pp)). Some parts of the regulations contain interpretation sections to define key technical terms used there. *Examples:* See Part V: First aid, or Part XII: Scaffolds, aerial devices, elevating work platforms and temporary supporting structures.
- Use the Appendix in the regulations to locate reference tables.
 - The Appendix contains tables of information that are referenced, but not included in the main document. *Example:* Table 7 lists prescribed places of employment as related to workplaces requiring worker occupational health and safety representatives (regulation 45) and occupational health and safety programs (regulation 22).
- Use the index to locate specific regulations.
 - The index applies to the regulations only. It organizes topics alphabetically. To find a regulation, search by topic in the index. Each topic listed has a section number listed. Use it to locate the regulation.

Become familiar with SEA legislation

- www.saskatchewan.ca (available in .pdf)
- Table of contents
- OHS – Part III of SEA
- Appeals for health and safety matters – Part IV of SEA
- Radiation – Part V of SEA
- Topics in Part III are called divisions
 - 14 divisions – 86 sections
- Search by section #
- References to OHS sections will be prefaced with a '3'



Become familiar with legislation

- Saskatchewan OHS regulations behind SEA
- Tables of contents
- 33 parts
- Search by regulation #
- Appendix contains tables associated to specific regulation
- Index to regulations



Project: Find the information



Project: Instructions

1. Use legislation to answer questions. Instructor may ask you to do all questions or assign one question to each group
 - For each question, state if the correct answer is in SEA, Part III or regulations
 - List applicable title, section number or regulation
 - Examples:
 - SEA, Part III, General duties of employer, section 3-8 (SEA 3-8)
 - Regulations, General duties of employers, section 12 (regulation 12)
2. Divide work among your group. Reference section numbers, not page numbers
3. Share your answers with class



Project: Find the information

Question

Answer

1. Information about employer's general duty to protect workers from harassment
2. Definition of "employer"
3. General duty of every worker not to participate in harassment
4. Responsibility of employer to train workers



Project: Find the information

Question

Answer



5. The definition of "competent"
6. The duty of employers to provide adequate supervision of work
7. Minimum requirements for Class A Qualifications for first aid certification (see regulation 54(2))



Where would you find?	SEA, Part III	Regs	Title	Section
1. Information about employer’s general duty to protect workers from harassment	X		General duties of employer	3-8(d)
2. The definition of “employer”				
3. General duty of every worker not to participate in harassment				
4. The responsibility of employer to train workers				
5. The definition of “competent”				
6. The duty of employers to provide adequate supervision of work				
7. Minimum requirements for Class A qualifications for first aid certification (see regulation 54[2])				

Objective 2:

Role of the OHC in the workplace responsibility system

The role of committees in the WRS for health and safety

In order to carry out your responsibilities as committee members, you must first know who does what within the workplace responsibility system (WRS) for health and safety.

The workplace responsibility system (WRS)

The SEA supports every worker's right to a healthy and safe workplace. The duty for creating and maintaining a healthy and safe workplace falls on every person in the workplace, to the degree that they have the authority and ability to do so. Whether they are the CEO or the newest worker hired, everyone has a personal and shared responsibility for working together cooperatively to prevent occupational injuries and illnesses. Taken together, these components are often called the workplace responsibility system (WRS) for health and safety.

The goal of the WRS

The WRS gets people working together to identify and control situations (hazards) that could cause harm. The system ensures that everyone integrates health and safety into their work. Committees can help workers and employers to communicate and work together to identify and control hazards. An effective WRS requires competent management and supervision, employees who work and act safely, and an effective occupational health committee.

Committees

The OHC is not expected to make decisions about what is adequate to protect the health and safety of workers. The committee's role is to advise and assist, not assume managerial functions. The OHC cannot assume any of the legal obligations, duties, or health and safety responsibilities of either the employer or the employees. This includes disciplinary matters. Maintaining compliance and adequate levels of health and safety at work is the responsibility of the employer, managers and supervisors. However, as an internal monitor of the WRS, the OHC can tell the employer about general problems with worker compliance and recommend corrective action.

In some workplaces, the employer is one of the co-chairpersons, or provides the employer co-chairperson with the authority to approve corrective action at committee meetings. Worker members of the OHC may be responsible for carrying out improvements and reporting on progress. Committees in these workplaces are usually very effective.

Responsibilities of employers

Every employer has a moral and legal duty to provide a healthy and safe workplace, and to set up a system to deal with health and safety concerns inside the organization (WRS). The legislation makes the employer directly responsible for health and safety.

How does WRS work?

- SEA supports every worker's right to a healthy and safe workplace
- Duty to create and maintain a healthy and safe workplace falls on every person in workplace, to the degree that they have authority and ability to do so
- Everyone is responsible for working together to prevent injuries and illnesses
- Taken together, these original components are called the internal responsibility system (IRS) or now referred to as the workplace responsibility system (WRS)



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The goal of WRS

- Get people in workplace to work together to identify, assess and control hazards
- **Ultimate goal:** To ensure everyone integrates OHS into their work
- An effective WRS requires competent management, supervision, and workers who work and act safely
- Employer is responsible for setting up WRS, controlling hazards and ensuring compliance



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Responsibilities of employers in WRS

- Provide a healthy and safe workplace
- Provide required safety procedures, programs and services
- Provide safe tools, equipment and machinery
- Ensure equipment, materials and protective devices are provided, used and maintained



Responsibilities of employers in WRS

- Establish and support an OHC where required
- Provide appropriate information and training for workers and OHC members
- Ensure supervisors are competent and workers are supervised sufficiently and competently
- Know and comply with legislation



Responsibilities of supervisors in WRS

- Work and act safely
- Ensure workers receive orientation and training
- Establish and enforce safe work practices
- Support OHC
- Know and comply with legislation
- Ensure workers know and comply with legislation



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Responsibilities of workers in WRS

- Use orientation, information and training
- Follow safe work practices and rules set by employer
- Use appropriate PPE correctly
- Inspect tools, equipment, and machinery and report hazards
- Support OHC
- Know and comply with the legislation



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OHC and representative

- They are internal monitors of WRS – not WRS itself
- OHC helps workers and employers identify, assess and control hazards at workplace
- Effective OHC becomes watchdog to WRS
- OHC's role is to advise and recommend – not to take managerial action



How to be an effective watchdog

- OHC members must be health and safety role models
- Worker members – experienced workers with credibility
- Employer members – ability and authority to get things done
- Post names and contact numbers of OHC members so workers will know who they are and how to reach them



OHC business

- Keep personality and labour relations issues out of OHC activities – only OHS issues to be discussed
- Accept differences of opinion and build effective, fully-participative, problem-solving teams
- Don't over-sell what you can do or make promises to workers you cannot keep
- Members must be trained to carry out responsibilities effectively, particularly conducting inspections under regulation 28



Cooperation/Collaboration

- **Everyone's objective is the same:** To improve health and safety in workplace
- Workers and employer work together
- OHC functions as health and safety team, consulting with workers and employer
- Proactive, not reactive



Responsibilities of OHS Division

- Administer legislation
- Help parties maintain healthy and safe working conditions
- Monitor effectiveness of employer's WRS
- Help to resolve health and safety concerns



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Objective 3:

Requirements for OHCs



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Requirements for OHCs

- OHC required at every place of employment with 10 or more workers
- Construction committee, 10 or more workers likely to work greater than 90 days (regulation 38)
- OHS Division may order additional or new committees (new in SEA)



Requirements for OHCs

- OHCs must have from two to 12 members
- At least half of members must represent workers
- Worker members must be from place of employment



OHC members and co-chairs

- Employer selects employer members
- Workers select worker members
 - Must represent groups of workers with distinct concerns equitably
- Names of OHC members must be posted
- Each OHC must have worker and employer co-chair
- Both co-chairs have same powers and either may call and chair meetings



Length of term and quorum

- OHC member: term not exceeding three years
- OHC members can sit for subsequent terms
- Every meeting must have quorum:
 - At least half the membership must attend
 - At least half present must be worker members
 - At least one employer member must be present



OHC training

- OHC co-chairs must be trained in duties and functions of an OHC
- OHC members who give notice to employer or contractor shall be permitted five working days leave to attend OHS training
- Any OHS training taken from WorkSafe Saskatchewan or an approved training agency shall be credited as time at work



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Project: Requirements for OHC



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Project: Instructions

- Answer the questions assigned to your group
- Most answers will be found in Part III, Division 4 of SEA and Part IV of the regulations
- Some questions require you to think of reasons why something is required by the legislation



Project: Requirements for OHC

This project will help you use your skills in finding information in the legislation to learn the nuts and bolts of establishing an OHC and getting it to run effectively.

Instructions

Complete the table. The answers to most questions can be found in the SEA, Part III, Division 4 and Part IV of the regulations. The remaining questions ask you to think of the reason why something is required by the legislation.

Your instructor will discuss each question and the appropriate answer.

1. Where are OHCs required?

- A. SEA, Part III, Division 4, section 3-22
- B. SEA, Part III, Division 4, section 3-23
- C. Regulations, Part IV, section 38

1. Where are OHCs required?

	SEA, Part III	Regs	Section	Answer
Example A	X		3-22(1)	Every workplace with 10+ workers
Example B - Additional committees	X		3-23	When directed by OHS
Example C - Construction sites		X	Reg 38	Where there are 10+ workers or self-employed people working, or likely to work, for 90+ days

2. How many members must an OHC have?

2. How many members must an OHC have?

SEA, Part III	Regs	Section	Answer

3. Who organizes OHC and ensures it represents workers with distinct concerns?



3. Who organizes OHC and ensures it represents workers with distinct concerns?

SEA, Part III	Regs	Section	Answer

4. How must OHC members be selected?

Non-union workplaces



Unionized workplaces

4. How must committee members be selected?

	SEA, Part III	Regs	Section	Answer
Non-union workplaces				
Union workplaces				



5. Why must employer post names of OHC members?

5. Why must employer post names of OHC members in workplace?

SEA, Part III	Regs	Section	Answer



6. How long should OHC members serve?

6. How long should OHC members serve?

SEA, Part III	Regs	Section	Answer

7. Can members serve for more than one term?

7. Can members serve for more than one term?

SEA, Part III	Regs	Section	Answer

8. When and how must co-chairs be selected?

8. When and how must co-chairs be selected?

SEA, Part III	Regs	Section	Answer

9. What is the role of co-chairs?

9. What is the role of co-chairs?

SEA, Part III	Regs	Section	Answer

10. What type of person should be selected as co-chair?

10. What type of person should be selected as co-chair?



SEA, Part III	Regs	Section	Answer

11. When must first OHC meeting be held?

11. When must first OHC meeting be held?

SEA, Part III	Regs	Section	Answer



12. How often must subsequent meetings be held?

12. How often must subsequent meetings be held?

SEA, Part III	Regs	Section	Answer



13. When must regular meetings be held?

13. When must regular meetings be held?

SEA, Part III	Regs	Section	Answer



14. What is a quorum?

14. What is a quorum?

SEA, Part III	Regs	Section	Answer

15. How must OHC representation be balanced? Can employer members outnumber worker members?

15. How must OHC representation be balanced? Can employer members outnumber worker members?

SEA, Part III	Regs	Section	Answer

16. How can employer make it easier to form a quorum?

16. How can employer make it easier to form a quorum?

SEA, Part III	Regs	Section	Answer

17. Who can require OHC to hold extra meetings?

17. Who can require OHC to hold extra meetings?

SEA, Part III	Regs	Section	Answer

18. Why must OHC keep minutes forms?

18. Why must OHC keep minutes forms?

SEA, Part III	Regs	Section	Answer

19. What must OHCs do with minutes forms?

19. What must OHCs do with minutes forms?

SEA, Part III	Regs	Section	Answer

20. What is employer's duty to OHC members for training?

20. What is employer's duty to OHC members for training?

SEA, Part III	Regs	Section	Answer

Objective 4:

OHC duties

Critical role of OHCs in the WRS

Since 1972, all workplaces with 10 or more workers require OHCs. Smaller, high-hazard workplaces must have a worker occupational health and safety representative.

Employers have a duty to consult and cooperate with the OHC or representative to resolve concerns on health, safety and welfare at work.

OHS interprets “consult” to mean, while not obliged to have the approval or permission of the OHC or representative, an employer is obliged to consider, in good faith, the views and opinions of the OHC or representative in making a decision.

An employer must give the OHC or representative a real opportunity:

- To be informed of information essential to making a reasonable and informed assessment;
- To review and assess the information and possible alternatives or options;
- To comment and/or make recommendations on the possible options and alternatives; and
- To be considered. The employer will consider the recommendations of the OHC or representative and, where applicable, give the OHC or representative credible reasons for not accepting or implementing the OHC’s or representative’s recommendations.

Employer cooperation

- Employers have duty to consult and cooperate with OHC when they are performing OHC duties
- OHS Division interprets consultation to mean the employer shall consider, in good faith, the views and opinions of OHC
- Employer must give OHC opportunity to:
 - Be informed
 - Review and assess
 - Comment or make recommendations
 - Be considered



Duties of OHCs

SEA, Part III, Division 4, section 3-27:

1. To participate in identification and control of health and safety hazards in or at place of employment
2. To cooperate with occupational health and safety service, if any, established for the place of employment



Duties of OHCs

3. To establish, promote and recommend means of delivery of health and safety programs for education and information for workers

Examples:

- SEA 3-20 requires employer at prescribed places of employment to establish safety program in consultation with OHC or representative
 - Includes helping employer to develop and monitor effectiveness of any occupational health and safety program required under regulation 22



Duties of OHCs

To participate in identification and control of health and safety hazards in or at place of employment

This is one of the most important duties of the OHC. This is the opportunity for the workplace to become proactive with the OHC's assistance in finding, assessing and presenting recommended actions to control hazards. It's extremely important to be proactive and act before someone becomes injured or ill.

To cooperate with occupational health and safety service, if any, established for place of employment

OHS may direct a place of employment or a class of places of employment to engage an occupational health and safety service (SEA 3-19). The minister will issue a written order for a place of employment to seek a safety service to assist them in handling their OHS issues. If a place of employment is ordered to establish an OHS service, the OHC must cooperate with the OHS service. The minister's order may specify the services that must be given at the specific place of employment.

The employer cannot delegate the OHC's duties, such as inspections and incident investigations, to the OHS service (SEA 3-19(5) and SEA 3-27). The OHS service can assist the OHC to perform their duties (i.e., act as a resource), but cannot take sole responsibility for them.

To establish, promote and recommend the means of delivery of occupational health and safety programs for the education and information of workers

Example: SEA 3-20 requires the employer at "prescribed places of employment" to establish a safety program in consultation with the OHC or representative. This includes helping the employer develop and monitor the effectiveness of any OHS program required under regulation 22 ordered by OHS. Within the requirements of SEA 3-20 and regulation 22, the employer would create the health and safety program. The consulting role of the OHC is to review the program and ensure it is sufficient for the place of employment. If the OHC feels something is missing or needs modification, the committee writes a recommendation to the employer. The employer will consider the OHC's recommendations but make the final decisions. The employer must ensure the health, safety and welfare of all their workers by following the requirements of OHS legislation.

The consulting duties of the OHC and representative help create an effective committee. Another place to review these activities is in the Level 1 - Occupational Health Committee Manual. The manual outlines the key legislation for OHC involvement (Chapter 9: Legislation).

Duties of OHCs

- Employer required to consult OHC with health and safety system components like:
 - Orientation and training (reg 22(g))
 - Musculoskeletal injuries (reg 81)
 - Hearing conservation plan (reg 114)
 - List of chemical and biological substances (reg 303)
 - Patient moving and handling (reg 470)



Duties of OHCs

- Employer required to consult OHC when employer establishes and monitors procedures, policies and plans required by the legislation like:
 - Procedures to protect health and safety of workers working alone (reg 35)
 - Harassment policies (reg 36)
 - Violence policies (SEA 3-21)
 - First aid and emergency rescue plans (reg 52)



Committees should review the table in the OHC manual to better understand all the places in the legislation for their place of employment and where they may have a role to play. This is a long list. The OHC can prioritize what should be done immediately and what can be completed when time allows.

Duties of OHCs

- Radioactive substances (reg 84)
- Exposure control plan (reg 85)
- Written lockout procedures (reg 139)
- Written safe work practices and procedures for installation, operation, teaching and maintenance of robots and robot systems (reg 242)
- Confined space entry plans (Part XVIII)



Duties of OHCs

- Procedures for controlling chemical and biological substances (Part XXI)
- WHMIS training plans (Part XXII)
- Asbestos control plans (Part XXIII)
- Plans, etc., in health care (Part XXXI)
- Fire fighters (Part XXXII)



Duties of OHCs

4. To maintain records with respect to duties of OHC
 - Take minutes of OHC meetings (reg 42)
 - Employer allows/consults OHC to monitor/available for reference, inspect and help maintain current copies of certain documents such as:
 - First-aid registers (reg 57)
 - Noise exposure records (reg 114)
 - Measurements of exposure to chemical and biological substances (reg 302)
 - Records of surfaces, pipe insulation, etc., that contain asbestos (reg 334)



Duties of OHCs

5. To investigate any matter referred to in SEA 3-31 (right to refuse)
6. To receive, consider and resolve matters respecting the health and safety of workers
7. To carry out other duties:
Examples:
 - Hold meetings to discuss concerns (reg 41)
 - Conduct inspections (reg 28)
 - Investigate accidents and dangerous occurrences (regs 29, 30 and 31)



OHC plays a critical role

- OHC has no legal liability for controlling hazards
 - Role is only to advise and recommend
- Employer and workers benefit from OHC involvement
- OHC should look beyond only recommending correction of unsafe acts and conditions
 - Look and recommend correction for root causes



OHC plays a critical role

The OHC cannot assume any of the legal obligations, duties and responsibilities of the employer, supervisor or workers. The committee is not the safety officer at the workplace or required to enforce health and safety rules. The OHC's role is to advise and assist, not assume managerial responsibilities.

Employers, supervisors, workers, even the contractor (where required by regulation 38) benefits from having an effective committee. The committee works alongside these parties to ensure a healthy and safe workplace for everyone.

The OHC should look beyond just recommending corrective actions for unsafe conditions or contraventions; they should look at recommending corrections for root causes. *Example:* Finding a worker who has not been properly trained in OHS, the simple solution is to just give this worker OHS training. This OHS training problem could be organization wide, so a more effective solution is to ensure all OHS training is provided to all workers. This is correcting the OHS training problem for the entire workplace, therefore making the WRS stronger and more effective.

Protection for OHC members

- Workers and OHC members who fulfill duties under the law or exercise rights provided by it are protected from discriminatory action (SEA 3-1(1)(i) and 3-35)
- OHC members are also protected from lawsuits related to duties (SEA 9-10)



OHS legislation covering most workplaces

SEA, Part III:

- Division 1: Preliminary Matters for Part
- Division 3: Duties
- Division 4: Occupational Health Committees and representatives
- Division 5: Right to Refuse Dangerous Work; Discriminatory Action
- Division 8: Appeals (how to appeal decision of OHO)
- Division 12: Offences and Penalties



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OHS legislation covering most workplaces

Regulations

- Part I: Preliminary Matters
- Part II: Notice Requirements
- Part III: General Duties
- Part IV: Committees and Representatives
- Part V: First Aid
- Part VI: General Health Requirements
- Part VII: Personal Protective Equipment
- Part VIII: Noise Control and Hearing Conservation
- Part X: Machine Safety



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OHS legislation covering most workplaces

Regulations (continued)

- Part XI: Powered Mobile Equipment
- Part XIII: Hoists, Cranes and Lifting devices
- Part XIV: Rigging
- Part XVI: Entrances, Exits and Ladders
- Part XVII: Excavations, Trenches, Tunnels and Excavated Shafts
- Part XXI: Chemical and Biological Substances
- Part XXII: Controlled Products (WHMIS)
- Part XXV: Fire and Explosion Hazards
- Appendix



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Level 1 course agenda

- Level 1 course, so far, focused on understanding how SEA and regulations put duties and responsibilities on OHC
- From this point, Level 1 will focus on how OHC helps the employer/workers maintain healthy and safe workplace



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Important OHC duty: Hazard control

The first duty listed in SEA 3-27, Duties of committees, is “to participate in the identification, and control of health and safety hazards in or at the place of employment.” This is the most important function of the OHC. The other duties revolve around hazard assessment/analysis. Conducting an inspection, handling a concern of a worker, performing an investigation, all these activities will involve some type of hazard assessment.

When the OHC or OHS representative performs an effective hazard analysis, they are helping workers and the employer achieve a healthy and safe workplace. A good incident investigation is proactive, finding out what happened and why something happened, then establishing corrective actions so no one else is injured or becomes ill.

Objective 5:

Hazard control



Important OHC duty: Hazard control

- SEA 3-27, Duties of committees
 - Help employer identify, assess and control hazards
- Proactive approach
 - identify hazards before someone becomes injured or ill



Workplace hazards

- What is a hazard?
 - Anything that could harm a worker
- There are two broad categories:
 - Health hazards
 - Safety hazards



Health hazards

A health hazard is any agent, situation or condition that can cause occupational illness

Five types:

1. Chemical hazards
2. Biological hazards
3. Physical agents
4. Work design (ergonomic) hazards
5. Workplace stress (harassment and violence)



Health hazards

- May produce serious and immediate/acute effects or cause long-term/chronic problems that may affect all or part of body
- Occupational illnesses result from exposure to:
 - Chemical or biological substance
 - A physical agent (an energy source like noise)
 - Other stressors (i.e., harassment or work demands) capable of causing harm
- **Latency period:** The time it takes an illness to develop after exposure



Safety hazards

- A safety hazard is anything that could cause an injury
- Injuries caused by a safety hazard are usually obvious:
 - Slip, trip or fall
 - Pinch or nip point on machinery
 - Fall from a height
 - Material falling on a worker
 - Fire or explosion



Some ways to identify hazards

- The workplace: Temperature, lighting, air quality, noise, equipment and machinery
- The workers: What jobs are they doing, how are they doing the work
- The employer's lists of the tools and technologies of production
- Safety data sheets (SDSs) and other literature from suppliers and manufacturers



Ways to identify hazards

Workplace hazards can cause harm when there are not adequate controls. There are many methods to identify hazards in the workplace. The employer's health and safety management system identifies these methods, including conducting inspections, performing routine maintenance, talking with workers, supervisors, suppliers, manufacturers, etc. You can learn about hazards in your workplace.

Examples:

- The workplace and the work environment – temperature, noise levels, lighting, air quality
- The workers – what jobs do they perform, how are they doing those jobs, what orientation and training do they have, what experience do they have?
- Tools, equipment, machinery
- Chemicals, biological substances, materials
- Material safety data sheets, operator manuals, safe operating procedures, the employer's health and safety program
- First-aid registers, WCB claims, OHC minutes, inspections and investigation reports
- Information provided by safety associations, OHS, unions, etc.

Most importantly, talk with workers, supervisors, suppliers, manufacturers, owners, product representatives, and determine the following:

- Are regular inspections and maintenance of the tools and production technologies performed as required?
- Are supervisors ensuring staff follow safe work procedures?
- Are new and inexperienced workers trained properly?

Some ways to identify hazards

- First aid registers, WCB claims, OHC minutes, and inspection and investigation reports
- Information provided by safety associations, unions and government
- Most importantly talk to supervisors, workers, employer, suppliers, owners, product representatives, etc.



What is hazard analysis?

The systematic examination of tasks, process and procedures to identify potential loss exposure

Approach:

1. Inventory tasks
2. Identify hazards within each task and assess risks
3. Develop plan to eliminate hazards and risks, or reduce the risks associated with hazards
4. Write guidelines, procedures/practices and communicate to workers/employers
5. Implement, deliver training, follow up



What is hazard analysis?

Hazard analysis examines a process to identify potential loss exposure. It is critical to know what hazards exist at the workplace and what can be done to eliminate or reduce their risk. An essential part of hazard analysis is to develop procedures/practices to ensure hazards are controlled and workers cannot get injured or become ill.

Simple hazard analysis approach:



1. Inventory tasks performed at the workplace.
2. Identify the hazards for each task, and then assess the risk for each hazard.
3. Develop a plan to eliminate the hazard, or a plan to reduce the risk of each hazard.
4. Create guidelines, procedures or practices with safety built right in and communicate.
5. Implement and follow up to ensure everything is working effectively.

Worker involvement is key in this process to getting it correct from the start. Workers also play an important role in the communication, implementation and follow up.

Hazard analysis

Use four-step hazard analysis approach for hazard identification project:

- Step 1:** Identify hazards
- Step 2:** Assess risks
- Step 3:** Communication
- Step 4:** Select and implement controls

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Project: Hazard identification



Project: Instructions

- Review incident scenario
- Answer questions for each step
- Use questions/answers to guide discussion
- Select spokesperson to explain answers to class



Project: Hazard identification

Go through the steps to identify, assess and control hazards.

Worker injured in kitchen

Joe, a high school student, was hired to work in an industrial kitchen.

Joe has no experience in the business. On Joe's first day at work, his employer takes him on a tour of the workplace. The employer explains how the business works, what Joe is expected to do, what his hours of work will be and when he will be paid. Joe is then introduced to his supervisor.

Joe's supervisor assigns him to operate a doughnut maker. Joe is shown how to use the machine and is watched until he can work safely on his own. Once satisfied that Joe is productive, the supervisor and employer leave to make sales calls. They are gone for the rest of the day.

The doughnut maker empties its spent cooking oil and debris into a drainpipe running to a nearby sink. The grease interceptor for the doughnut maker is not working.

Later in the day the sink plugs and backs up. Joe shuts down the doughnut maker and asks a nearby worker how the sink is unplugged normally. The worker tells Joe that the drain plugs all the time. He says that the angle of the pipe is too shallow and its diameter too narrow to handle the volume of material coming from the doughnut maker.

Another worker says that he pours a bottle of industrial bleach (with extra sodium hypochlorite) into the sink drain to "fix" the problem. Joe gets a bottle and empties it into the drain. The drain remains plugged. Joe asks another worker what to do. The worker says that she never uses bleach because it is just not strong enough. She uses industrial hydrochloric (muriatic) acid. It is stronger than bleach and clears the drain faster. Joe gets a bottle and pours it down the sink.*

There is a loud hissing noise. Green smoke rushes out of the drain. Joe gags and coughs. His eyes, mouth and nose start to burn. The workers run out of the kitchen in panic. Someone calls an ambulance and the fire department. Doctors at the hospital tell Joe that the combination of chemicals in the drain caused a release of hazardous chlorine gas. He and the other workers could have had their lungs and eyes permanently damaged.

** The label on the bleach warns against mixing with acid. The Material Safety Data Sheet (MSDS) for the bleach describes the hazards of mixing it with acid.*

Incident scenario

Worker injured in kitchen

Joe, a high school student, was hired to work in an industrial kitchen.

Joe has no experience in the business. On Joe's first day at work, his employer takes him on a tour of the workplace. The employer explains how the business works, what Joe is expected to do, what his hours of work will be and when he will be paid. Joe is then introduced to his supervisor.

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* The label on the bleach warns against mixing with acid. The safety data sheet (SDS) for the bleach describes the hazards of mixing it with acid.



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Step 1: Identify hazards

What are the health and safety hazards?



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Step 1: Identify hazards

Think about the health and safety hazards in this scenario.

What are the health and safety hazards?

Health hazards

Safety hazards

Step 1: Identify hazards

As an OHC member, who would you ask/where would you look for information about the hazards you identified?



Here are some sources you can use to help the employer inform workers about health and safety issues.

Source	Website
American National Standards Institute (ANSI)	www.ansi.org
Canadian Association of Oilwell Drilling Contractors (CAODC)	www.caodc.ca
Canadian Centre for Occupational Health and Safety (CCOHS)	www.ccohs.ca
Canadian Manufacturers and Exporters (formerly the Canadian Manufacturers Association)	www.cme-mec.ca
CSA Group (formerly the Canadian Standards Association)	www.csagroup.org
Public Health Agency of Canada	www.phac-aspc.gc.ca
International Organization for Standardization (ISO)	www.iso.org
National Fire Protection Association (NFPA)	www.nfpa.org
National Institute for Occupational Safety and Health (NIOSH)	www.cdc.gov/niosh
Queen's Printer	www.saskatchewan.ca
LRWS Occupational Health and Safety Division	www.saskatchewan.ca
WorkSafe Saskatchewan	www.worksafesask.ca

Step 2: Assess risk

- Hazards have been identified
- Next: Assess risk
- Risk is the chance that hazard actually will harm worker
- Determining risk may involve some research and monitoring
- Consider factors about the hazard
 - Work processes and design
 - Existing concentrations and controls
 - Related training, worker experience, etc.



Step 2: Assess risk

- Use risk assessment to help set priorities
- Think about:
 - How many workers and how often are they exposed to each hazard?
 - How seriously could workers be harmed?
 - How quickly could a dangerous situation arise?
 - Have problems come up before?



Project: Risk assessment



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Project: Instructions

- Do hazards in this scenario pose risk to workers?
- Could someone be seriously injured or become ill?
- Answer questions



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Questions and answers

1. How many workers were exposed to the hazard?
2. Were workers exposed to the hazard often?
3. Could the incident have been more serious? If so, under what circumstances?



Questions and answers

4. If nothing changes in this workplace, what are the chances of a recurrence of this incident and why?



Step 2: Assess risk

Think about how you would find out if the hazards pose a risk to workers.

1. *How many workers were exposed to the hazard?*

2. *Were workers exposed to the hazard often?*

3. *Could the incident have been more serious? If so, under what circumstances?*

4. *If nothing changes in this workplace, what are the chances of a reoccurrence of this incident and why?*

Step 3: Communication

To help implement the right to know, SEA 3-16 and regulations 15 to 19, (and reg 302(3) for this scenario) require the employer to tell workers about:

- Anything in place of employment that could affect their health and safety
- Their rights and responsibilities under the legislation
- How they will be involved in health and safety (identify OHC members)
- Workplace requirements, including any health and safety procedures, plans, policies and programs



Step 3: Communication

Employers must train workers about:

- Safe work procedures, including the use, maintenance and limitations of any personal protective equipment (PPE) they use
- What to do if there is a fire or other emergency
- What to do, who to see and where to go if they need first aid
- Any prohibited or restricted areas, tools, equipment and machinery
- What hazards exist in the workplace and in their jobs
- How to protect themselves from those hazards
- What to do and who to see if they have a health and safety concern



Step 3: Communication

Employers must ensure workers have a supervisor who:

- Sufficiently and competently provides supervision
- Understands and follows workplace requirements
- Understands and complies with the legislation
- Asks questions when in doubt



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When workers see a hazard

1. A worker controlling a hazard is not a problem as long as they have the knowledge/authority, training and experience to do so
2. If worker cannot control a hazard, report it to supervisor
3. If the problem is not corrected, contact OHC



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Step 3: Communication

OHCs help employer by:

- Promoting and monitoring effectiveness of health and safety orientation, instruction and training
- Taking interest in health and safety of inexperienced workers
- Sharing meeting minutes and contact with workers
- Getting training (regulation 46)



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Project: Hazard communication



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Project: Instructions

- How can communication of hazards and risks support workers with the right to know?
- How can OHC provide communications?
- Answer questions



Questions and answers

1. How might the worker(s) have found out about the hazards and the potential risks?

2. Did the other workers know?



Questions and answers

3. What is missing?



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Questions and answers

4. How could OHC communicate information?



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Step 3: Communication

Think about how you would communicate information in the workplace about the hazards you have discovered.

1. How might the worker(s) have found out about the hazards and the potential risks?

2. Did the other workers know?

3. What is missing?

Controlling hazards

- Effective controls must be developed and implemented
- Controls: Remove hazard or reduce risk of harm
- The most effective method: closer a control is to the source the better
- More than one type of control may be needed
- A control must not create a new hazard



Controlling hazards

Hazard control choices:

- At the source
- Along the path
- At the worker's level



At the source

- Elimination
- Substitution
- Redesign
- Isolation
- Automation



Along the path

- Relocation
- Blocking/Barriers
- Absorption
- Dilution



Controlling a hazard *at the source* is the best method. At the source is where the energy from the hazard starts then travels to the worker.

Example: A noisy air compressor, where the bearings on the belt and pulley system are creating extremely high noise levels. The source of the noise is eliminated by replacing/fixing the bearings so they do not make noise.

Determining the source of a hazard can extend to trying to ensure that buildings, work processes, tools, materials, equipment, etc., do not have hazards designed into them. Buying a tool that is already too noisy gets you off on the wrong foot from the start. Purchase the safest, cost-effective tools, machinery and equipment. Contractors should hire only the safest people.

There are many considerations for controlling hazards at the source.

Another effective method to control a hazard is *along the path*.

Create a method to absorb or establish a barrier that shields the energy from the hazard, between the worker and the hazard's source. Or create distance between the source and the worker, making a greater path (dilution) where the energy becomes dispersed or reduced. These along-the-path solutions work well when you can't eliminate the risk at the source.

Controlling a hazard *at the worker* should be your last consideration.

It can be a very effective method. Its only problem is the energy from the hazard's source gets to the worker. Although effective, this method requires many controls that need constant evaluation to ensure everything is working properly.

Let's continue using the noisy work environment from the air compressor. The bearings are hard to get and it may take several weeks for parts, so at the source will take time. Along the path is not feasible, but at-the-worker level can provide the workers with hearing protection (personal protective equipment – PPE). Hearing protection can work efficiently, but you have to get the best hearing protection for the situation. You have to train the workers to wear the PPE and you must ensure they wear it appropriately.

At the worker can be effective, but there are many factors in this control where something could go wrong. Always start with the first two methods of control.

The employer is responsible for controlling hazards. The OHC's role is to advise and recommend.

A hazard may need more than one type of control. A combination of several types often works well. Try to find the best control for the root cause of each problem identified in the investigation. Don't just address symptoms.

The closer a control is to the source of the hazard, the better.

At the worker's level

Administrative controls

- Orientation, training and supervision
- Work procedures
- Emergency planning
- Housekeeping
- Hygiene practices
- PPE



Hazard analysis for _____

1 Control at the source



• Elimination	
• Substitution	
• Redesign	
• Isolation	
• Automation	



Hazard analysis for _____

2 Control along the path

• Relocation	
• Blocking	
• Absorption	
• Dilution	






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Hazard analysis for _____

3 Control at the worker's level

• Administrative controls	
• Work procedures	
• Emergency planning	
• Housekeeping	
• Hygiene	
• PPE	

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Project: Hazard control



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Project: Instructions

- Think of ways to control hazards
 - Consider:
 - at the source
 - along the path
 - at the worker level
- Answer questions



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Step 4: Hazard control

How would you control the hazard?

1. At the source?
2. Along the path?
3. At the worker's level?



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Step 4: Hazard control

What is the best method to control hazards in this scenario?



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Step 4: Hazard control

Decide how you would control the hazards.

1. How would you control the hazard at the source (most effective)?	
Elimination - Get rid of the hazard	
Substitution - If elimination is not practical, replace hazardous substances with something less dangerous	
Redesign - Redesign layout of the workplace, workstations, work processes and jobs	
Isolation - Isolate, contain or enclose to control chemical hazards and biohazards	
Automation - Dangerous processes can sometimes be automated	
2. How would you control the hazard along the path?	
Relocation - Moving the hazardous process, tools, machinery, or equipment somewhere safer	
Blocking - Barriers, control rooms, etc.	
Absorbing - Such as local ventilation to remove the hazard where it is generated	
Dilution - General ventilation in the entire work area	

3. How would you control the hazard at the worker's level (least effective)?	
Administrative controls - New policies, improving work procedures, and requiring workers to use specific personal protective equipment and hygiene practices	
Work procedures, training, and supervision - Train supervisors to apply modern safety management and supervisory practices; train workers to use standardized safe work practices	
Emergency planning - Written plans should be in place to handle fires, chemical spills, and other emergencies. Workers should be trained to follow these procedures and use appropriate equipment. Refresher training should be provided regularly	
Housekeeping, repair, and maintenance programs - Includes cleaning, waste disposal and spill cleanup; tools, equipment and machinery are less likely to cause injury if they are kept clean and well maintained	
Hygiene practices and facilities - Can reduce risk of toxic materials absorbed by workers or carried home to families	
PPE and clothing - Used when other controls aren't feasible, additional protection is needed, or task or process is temporary; employer must require workers to use PPE wherever the regulations or organizational work procedures prescribe its use; train workers to use, store and maintain PPE; employer, supervisor, and workers must be informed about the limitations of their PPE	

How you would assist the employer to select and implement appropriate hazard controls?

1. At the source?

2. Along the path?

3. At the worker level?

What is the best method to control the hazards?

Bonus question

What is the OHC's best strategy for dealing with a workplace hazard?

Possible answers:



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What is the OHC's best strategy for dealing with a workplace hazard?

Objective 6:

Conducting OHC meetings



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OHC meetings

Meetings allow OHC to discuss OHS issues, such as:

- Concerns
- Inspection reports
- Orientation and training
- WHMIS
- Policies, procedures and programs



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OHC meetings

- Once new OHC is established, must meet within two weeks
- A newly established OHC meets once a month for the first three months
- Regular meetings every three months
 - Conduct inspection before every meeting to identify issues to discuss
 - Be sure to discuss concerns with workers during inspections and bring them up at scheduled meeting



OHC meetings

- Special/Emergency meetings to deal with urgent concerns, imminent dangers, refusals to work under SEA 3-31, incident investigation reports and dangerous occurrences
 - Either co-chair has right to call special meetings
- OHO may call special meeting
- OHS Division may require OHC to meet more frequently



Planning meetings

1. Prepare agenda
 - Provide members with chance to contribute
 - Include unresolved concerns from previous meetings, inspections and new concerns
 - Finalize agenda
2. Decide where and when meeting will be held
3. Distribute meeting announcement, agenda and copies of last minutes a few days before meeting so members can prepare
4. Ensure a quorum and all necessary members present
5. Prepare adequate and comfortable meeting room facilities



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Managing meetings

1. Welcome members and open meeting
2. Outline agenda and get consensus on topics to be discussed
3. Review minutes of previous meeting and deal with unfinished business
4. Allow a full, but business-like discussion of each agenda item
5. Keep track of meeting time
6. Summarize progress of meeting periodically



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OHC minutes

- Example of OHC minutes completed correctly
- 16 points noted in your workbook
- Highlights
 - Employer name
 - Address
 - # of workers
 - Meeting date
 - Co-chairs
 - OHC members
 - Items
 - Co-chair signatures

The form is titled 'Minutes Occupational Health Committee'. It includes fields for Company Name (ABC Company Inc.), Box 12, Regina, SK S4P 1Y4, and a meeting date of May 18, 2014. The form is divided into sections for 'Agenda Items', 'Action Items', and 'Other Items'. It also has a table for 'OHC Members' with columns for Name, Position, and Signature. The bottom of the form has signature lines for the Co-Chair and the Chair.



After the meeting

Minutes must be signed by both co-chairs and

- Distributed to each OHC member
- Posted in workplace
- Kept on file and readily available if OHO requests them
- Reviewed by OHC's inspection team before next inspection
- Distributed with agenda of the next meeting



How to complete an OHC minutes form

1. Complete name, mailing address with postal code and the phone number.
2. Enter the site address if it is different from the mailing address.
3. Record the total number of persons employed at your workplace, including both full-time and part-time employees.
4. Enter the meeting date.
5. Ensure meetings are held regularly. The minimum requirement for meetings is every three months. Indicate the date of the next meeting. If no date is set now, it is difficult to schedule the next meeting.
6. Enter the names of your co-chairpersons. Co-chairs' names must be posted so staff can contact them when necessary.
7. List the names and occupations of all the current committee members, identifying each as a worker or management. Management members must not outnumber worker members.
8. Indicate if each committee member was present or absent. This is necessary to determine quorum.
9. Ensure a quorum is present at all of your meetings. A quorum exists when both management and workers are represented, at least one half of the committee is present and at least one half of those present are workers.
10. Review all the old concerns from the previous meeting. Do not remove any item from the minutes until it is recorded it as complete.
11. Describe all new concerns, problems and other business discussed at the meeting.
12. Indicate the action taken or proposed for each listed item, along with the name of the person responsible for handling it. This is essential to track issues, ensure they are dealt with and to communicate the action to those not at the meeting.
13. Decide on and record a reasonable target date for each item. Target dates assist in the problem-solving process and give employers and workers objectives.
14. Review all injuries and incidents that have occurred in your workplace and ensure steps have been taken to prevent a reoccurrence.
15. Ensure both co-chairpersons, or their designates, sign the minutes after reviewing the contents to confirm accuracy.
16. Post a copy of the minutes on the OHC bulletin board to inform workers. Send one copy to the employer. Retain one copy in OHC files.

You can use OHS Division's form for recording minutes, or use it as a format to create your own form. OHS Division provides a [downloadable minutes form](#) at www.saskatchewan.ca/work.



Minutes

Occupational Health Committee

Complete all information on top: Type or handwriting

Name of firm	ABC Gadgets Inc.		Total # of workers in workplace	25
Mailing address & Postal Code	Box 12	Regina, SK S4P 4V4	Phone: 306.555.1234	
Worksite address	1800 33rd Street, Regina, SK S4P5V6		Meeting date	Sep 18, 2014
		Phone: 306.5451225	Date of next meeting	Dec 18, 2014
		Fax: 306.545.1007		

Employer Co-chairperson	Diane Prince	Worker Co-chairperson	Ken Clark
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Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
Diane Prince	CEO	✓		Ken Clark	Operator	✓	
Logan Jackman	Shop supervisor	✓		Barbara Summers	Steno IV	✓	
				Erik Lensherr	Maintenance	✓	
				Bruce Banner	Shipping		✓

Item Date & No.	Problem or Concern Give full explanation and details Divide old/new concerns	Action Taken or Proposed name person responsible	Target Date
1. May 9/14	Old concerns: Complaints about bad air in main office continue. Several staff sick. They report bad headaches. Testing reveals carbon dioxide levels - morning 740 ppm; afternoon 4000 ppm	Old concerns: Reg 65 - Ventilation and air supply. Table 21 contamination limits for carbon dioxide 8-hour average 5000 ppm. Erik inspected and cleaned ventilation system. Defects found. Repairs to finish within 2 weeks. Carbon dioxide levels in afternoon 800 ppm. Complaints reduced. Staff feeling better.	Jun 10/14
2. May 15/14	Brakes on small forklift in shipping not working properly. One operator could not stop in time and knocked an entire pallet of chemicals on th floor that resulted in a chemical spill. Area had to be closed down for 4 hours to clean up.	Diana removed forklift from service and sent it to vendor for service. Reg 156 - Inspection and maintenance, employer shall ensure defective or unsafe condition that may cause hazard to worker is repaired as soon as reasonably practicable. Written record of service kept. Logan re-scheduled large forklift to handle the extra work. Erik and Logan implemented a preventative maintenance program.	Complete Jun 5/14
1. Sep 10	New concerns: workers in insulation are using compressed air to clean their clothing. Workers complain that they didn't know they weren't supposed to used compressed air. May be a training issue.	New concerns: Logan ordered to stop the practice of using compressed air to clean clothing. Vacuum on order for workers to clean their clothes. Reg 27 - Prohibition re use of compressed air, employer shall not allow compressed air for the purpose of cleaning clothing.	Sep 10
2. Sep 11	Guards missing on gadget stacker. No accidents or dangerous occurrences to report for this period.	Reg 137 - Safeguards, an employer must provide effective safeguard where worker may contact a dangerous moving part of a machine. Erik and Logan working with vendor to install new guard.	Oct 20

Other Business (including requests to Occupational Health and Safety)

<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><u>Diane Prince</u> Employer Co-chairperson</p>	<p><u>Ken Clark</u> Worker Co-chairperson</p>
<p>Page <u>1</u> of <u>1</u></p>		

Follow up

- Assign clear follow-up duties for each item to specific OHC members
 - Note these dates on your minutes form
- OHC members report progress on each item at next meeting



Develop recommendations

1. Define problem
2. Research issues
3. Select practical choices
4. Reach agreement
5. Present recommendations
6. Follow up



Include in recommendations

- Clear description of concern/problem
 - Provide as much evidence as possible (e.g., list the noise levels)
- Cite section(s) of legislation in question
 - Use the wording in section
- Short-term solutions to solve immediate causes of problem
- Long-term solutions to remove root cause



Role of the employer

- The employer decides what corrective action will be taken and when
- When OHC notifies employer in writing about an unsafe condition or a contravention, employer must (regulation 28(2)):
 - Take immediate steps to protect health and safety of workers
 - Take suitable actions to correct unsafe conditions or remedy contravention
 - Inform OHC in writing the actions taken or reasons for not taking action



Refer to the completed minutes form.

Note how the committee wrote about the concerns and recommendations for this workplace. Under *old concerns*, the OHC listed an air quality concern. Staff was feeling sick and experiencing headaches. It was suspected it could be from high levels of carbon dioxide. This committee did not just record people were sick. The OHC gathered more information; workers feeling ill might be from the high carbon dioxide levels. The OHC took readings of the high levels of carbon dioxide. These high readings are likely the contributing factor why workers were feeling sick with headache symptoms.

Another important point the OHC made with this air quality concern was to note the section in the OHS legislation that applies to air quality and 8-hour average level for carbon dioxide. Regulation 65 and Table 21 were noted, so the employer can understand the OHS legislation has minimum standards set for these concerns. Even the language used in the regulations was cited to help support the air quality issue.

These points about how to properly complete OHC minutes forms will help the employer, workers and OHS determine what hazard identification, control and communications is proposed by the OHC. This is clear, easy to understand language for all parties involved.

Icebreaker project II

- On Day 1, each table listed concerns from their workplace
 - Three items were recorded on flipchart
- Select two items
- Your group will answer five questions
- Complete OHC minutes form recording OHS concerns and legislation in question
 - Provide short and long term recommendations for corrective action
- When completing OHC minutes form use the 16-point process



Icebreaker project II questions

1. What is the concern and what legislation applies?
2. What short-term recommendations do you think would control the immediate causes?
 - List two or three recommendations
3. What long-term recommendations do you think would correct any underlying health and safety system problems?
 - List two or three recommendations
4. How would you follow up to ensure corrective action taken by employer is working?
5. How would you tell workers what was done?



Icebreaker II project

- Use your answers to complete OHC minutes form
- Put enough information so employer knows what concern is and recommended actions
- Cite legislation and its description
- Have someone read completed OHC minutes to class

Minutes	
Occupational Health Committee	
Date: _____	
Time: _____	
Location: _____	
Chair: _____	
Secretary: _____	
Members Present: _____	
Members Absent: _____	
Guests: _____	
Agenda Item: _____	
Description of Concern: _____	
Legislation: _____	
Recommendations: _____	
Follow-up: _____	



Icebreaker II project

This project will take you through holding a meeting, completing minutes forms and preparing recommendations for corrective action to send to the employer.

Select concerns from those identified in the first icebreaker project and review. Answer the following questions and then complete an OHC minutes form. The spokesperson for your group will read the completed minutes to the class. Explain the concern, reference OHS legislation, state the short- and long-term solutions proposed by your committee, explain how you will communicate this information to the workplace, and establish a follow-up process.

What is the concern?

What legislation applies?

What short-term recommendations do you think will control the immediate concern? List two or three suggestions.

What long-term recommendations would correct any underlying health and safety system problems? List two or three suggestions.

How would you follow up to ensure that corrective action was taken by the employer and was working?

How would you communicate to workers?

Record the information on the OHC minutes form. When completing the form, follow the 16 points outlined on page 89.



Minutes

Occupational Health Committee

Complete all information on top: Type or handwrite

Name of firm	_____	Total # of workers in workplace	_____
Mailing address & Postal Code	_____	Phone:	_____
Worksite address	_____	Meeting date	_____
	Phone:	Date of next meeting	_____
	Fax:		_____

Employer Co-chairperson	_____	Worker Co-chairperson	_____
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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

Other Business (including requests to Occupational Health and Safety)

Distribute copies as follows:
 Copy 1 - Permanent Committee Files
 Copy 2 – Employer Copy
 Copy 3 – Post on Committee Board for workers’ information

In my opinion the above is an accurate record of this meeting

 Employer Co-chairperson

 Worker Co-chairperson

Page _____ of _____

Objective 7:

Handling concerns and refusals to work



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How to handle concerns

1. Supervisor
2. OHC member
3. OHC co-chairpersons
4. OHC meeting
5. Employer
6. OHS Division
7. Tell workers what was done
8. Follow up



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Handling concerns and refusals to work

Dealing with health and safety concerns and investigating refusals to work under SEA 3-31 are important OHC responsibilities.

Concerns

Concerns may be a sign of problems with the WRS, including defects in health and safety programs, policies, procedures and plans. Encourage workers to follow these steps to deal with concerns:

1. Encourage workers to bring specific and general problems/concerns to their supervisor. Follow the employer's procedures for reporting harassment and other complaints that may involve the supervisor.
2. If the problem/concern cannot be resolved by the supervisor, take it to the local OHC member or representative for investigation. Keep the worker and supervisor informed.
3. If the OHC member cannot resolve the concern, call in the co-chairpersons. Representatives can talk with the employer directly.
4. If the co-chairs cannot resolve the problem, deal with it at the next OHC meeting. If the concern is serious, such as a refusal to work, call an emergency meeting.
5. The employer receives the OHC's recommendations and takes action.
6. If the OHC cannot resolve the concern with the employer, ask OHS for help.
7. Tell workers what was done. Communicate the status and final resolution to everyone involved. Post minutes of meetings, distribute bulletins or hold discussions.
8. The OHC or representative can help everyone by monitoring the effectiveness of the corrective action taken by the employer.

Workers who raise concerns are protected from discriminatory action (SEA 3-35).

Investigating refusals to work

Saskatchewan was the first jurisdiction in Canada to legislate the right to refuse. This right should be used only when a worker has a genuine reason to believe work has become more dangerous than normally acceptable for the job. The right to refuse work must not be abused. Groups must not use refusals as an excuse not to perform work.

Refusals happen rarely. An effective WRS will detect and resolve concerns that could cause a refusal. Refusals to work may represent a failure of the WRS.

Investigating refusals to work (SEA 3-31)

- Saskatchewan was the first jurisdiction to enact the right to refuse
- This right to refuse is important and must not be abused
- Valid refusals to work represent a failure of WRS



OHS legislation

SEA 3-31

A worker may refuse to perform any particular act or series of acts at a place of employment if the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker's health or safety or the health or safety of any other person at the place of employment until:

- (a) sufficient steps have been taken to satisfy the worker otherwise; or
- (b) the OHC (or an OHO) has investigated the matter and advised the worker otherwise



Intent of the SEA

- Under SEA 3-31, each worker must have reasonable grounds to believe the task they are refusing to perform is unusually dangerous to their health and safety or to others
- The reasonableness of the worker's belief is based on information or assessment of task
- Reasonableness is based on what reasonable, prudent worker would believe if in same circumstance as refusing worker



Intent of the SEA

- Once **reasonable grounds** to believe is established, next is unusual danger
- **Unusual danger** may threaten workers or others and may include:
 - A danger not normal for the job
 - A danger that normally would stop work
 - A situation where the worker isn't properly trained, equipped or experienced



Application

- Refusing to work is an individual decision, not the right of a group
- SEA 3-31 only applies to OHS issues
- During the refusal, worker must stay at site unless employer advises otherwise



Application

The refusal may continue until:

- The disputed job is dropped or otherwise resolved by the employer
- The refusing worker is satisfied that the job is no longer unusually dangerous
- An OHO has ruled against the refusal
 - Worker could still refuse and appeal OHO decision



Protection

SEA 3-1(1)(i) and 3-35

- The refusing worker is protected from discriminatory action



Investigating a refusal

- OHCs must investigate refusals when required under the legislation
- Principles set out in the SEA, Part III, Division 5 must be followed
- General procedures for dealing with other concerns can be used



OHC investigation

1. Does worker have **reasonable grounds** to believe?
 - Would grounds for refusing work seem reasonable to a reasonable person?
2. Is the job **unusually dangerous**?
 - Is the danger beyond the risk normally found in the job?
 - Would the danger normally stop work?
 - Is this a situation where the worker is not properly trained, experienced or equipped?



Remember refusals:

- Rarely happen
- Are usually resolved with supervisor
 - If they are not, OHC should ask why
- May indicate a root failure in WRS
 - If so, OHC must investigate and recommend corrective action



Refusal: Step 1

Step 1: Worker informs supervisor

- Worker shall tell supervisor that the refusal is because of a health and safety concern (SEA 3-31)
- Supervisor and worker will discuss the refusal
- Worker must explain their reasonable grounds to believe that act or series of acts is unusually dangerous to their health and safety or to others
- The supervisor can assign the refusing worker alternate work temporarily while steps are taken to resolve the refusal (SEA 3-1(1)(i)(ii)(A))



Refusal: Step 1

Employer may request another worker perform the act or series of acts of the refusing worker (SEA 3-34)

- Replacement worker (including a worker doing the same job on another shift) must be advised in writing:
 - About the refusal and the reasons for it
 - Why employer believes replacement worker can do the disputed job safely
 - About the right to refuse and steps to follow



Refusal: Step 2

If the refusing worker and supervisor cannot resolve the refusal

Step 2: Involve OHC co-chairs

- The co-chairs will investigate and establish if worker has reasonable grounds to believe work is unusually dangerous to the health and safety to the worker or to others
- Co-chairs can attempt to resolve the refusal
- They have no right to rule on the refusal



Refusal: Step 3

If the co-chairs cannot resolve the refusal

Step 3: Co-chairs will call special OHC meeting (reg 44)

- Ensure a quorum of OHC is present to rule on the refusal
- Co-chairs will present information from investigation
- May require additional information or interviews with refusing worker and supervisor
- OHC will rule: Does worker have reasonable grounds to believe work is unusually dangerous?



Step 2: Involve the OHC co-chairpersons

The committee co-chairpersons will investigate the refusal.

The co-chairs will gather information about the refusal. They must learn why the worker believes they could be injured and what is the unusual danger. Through discussion with the worker, if the co-chairs deem the job is not a refusal, they can attempt to get the worker to go back to work. If the co-chairs deem the job is a refusal they can discuss the situation with the supervisor and worker, but likely will have to hold an emergency meeting with the OHC.

The co-chairs have no right to rule on whether or not the disputed job is unusually dangerous. That is the OHC's decision.

Step 3: If the co-chairpersons cannot resolve the refusal

The co-chairpersons must convene an emergency OHC meeting to investigate the refusal. The co-chairs will present the findings of their investigation. The OHC may require additional information and hold additional meetings with the refusing worker and supervisor.

The co-chairs shall ensure a quorum of the committee is present.

The OHC will rule on whether or not the worker has reasonable grounds to believe that the job is unusually dangerous. This ruling must be made by a vote of a quorum. A unanimous vote by a quorum of the committee is required to rule on the refusal.

- Look for underlying causes of the refusal. Often, a refusal is a sign of an inadequate WRS. The OHC can discover underlying problems leading to the refusal and prevent others.
- If the ruling is in favour for the worker, the OHC will write recommendations for corrective action to the employer. Include a summary with the minutes of the OHC meeting. The employer should act on the OHC's recommendations and report back.
- If the ruling is not in favour for the worker, the OHC will write to the worker why they ruled against them and he or she must return to work. The minutes of the OHC meeting must reflect the discussion and decision. The minutes of the OHC meeting must be posted as a communications tool.
- Document the investigation. During the investigation, the OHC should review applicable legislation, work procedures, product documentation, etc.,. Occupational health officers may need to review the OHC's investigation file.

Refusal: Step 3

- A unanimous vote by a quorum is required to rule on a refusal
- If unanimous ruling is for the refusing worker, OHC will provide recommendations to employer to correct the concern
 - When writing recommendation, look for root causes
- If unanimous ruling is against the refusing worker, OHC will write to worker why they ruled against the refusal and that worker must go back to work
- Document investigation and meetings on OHC minutes forms
 - Don't use specific names



Refusal: Step 4

If OHC cannot agree (i.e., no unanimous vote) or the refusing worker or employer is not satisfied with OHC decision

Step 4: Contact OHS Division

- Anyone can contact OHS Division (SEA 3-32)
- OHO must investigate and provide written ruling to all parties – for or against (SEA 3-33)
- Ruling for the refusing worker – possible Notice of Contravention to employer
- Ruling against the refusing worker – written ruling advising worker they are no longer entitled to refuse



Refusal: Step 4

- SEA, Part III, Division 8 allows anyone directly affected by the ruling to appeal OHO decision
 - Appeal does not suspend OHO decision
- The refusing worker can continue to refuse, but at this point after an OHO ruling, the refusing worker may no longer be protected by discriminatory action clause in the SEA



Step 4: If the OHC cannot get a unanimous vote by quorum, or the worker or employer disagrees with the OHC’s ruling

During a refusal to work, contact OHS if the matter has not been dropped or resolved, the refusing worker or employer is not satisfied with the OHC’s decision, or the OHC cannot agree on how to resolve the refusal. Anyone can contact OHS.

In such cases, an occupational health officer (OHO) must investigate and make a ruling. The worker may continue the refusal until the officer rules. The officer will provide a written decision to the refusing worker, the OHC and the employer.

If the officer rules in favour for the worker, in that the worker does have grounds for the refusal, this may be a result of a failure in the WRS. This could require the officer to write a Notice of Contravention to correct the failure in the WRS.

If the officer rules against the worker, in that the worker does not have the right to refuse, the written ruling will advise the worker of that decision and that he or she is no longer entitled to refuse.

SEA, Part III, Division 8 allows anyone affected directly by an officer’s decision to appeal it to OHS. The appeal does not suspend the officer’s decision.

There is an additional appeal process in SEA, Part III, Division 8 and Part IV.

Additional steps to follow

Step 5: Communicate results to workers

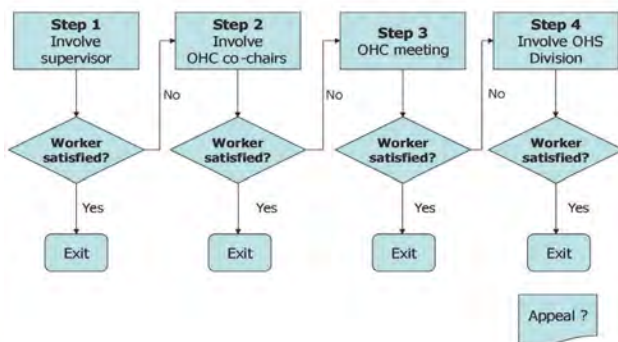
- Keep everyone involved informed during the investigation
 - Do not use specific names (general terms, position title)
- Summarize and post investigation's results on OHC minutes

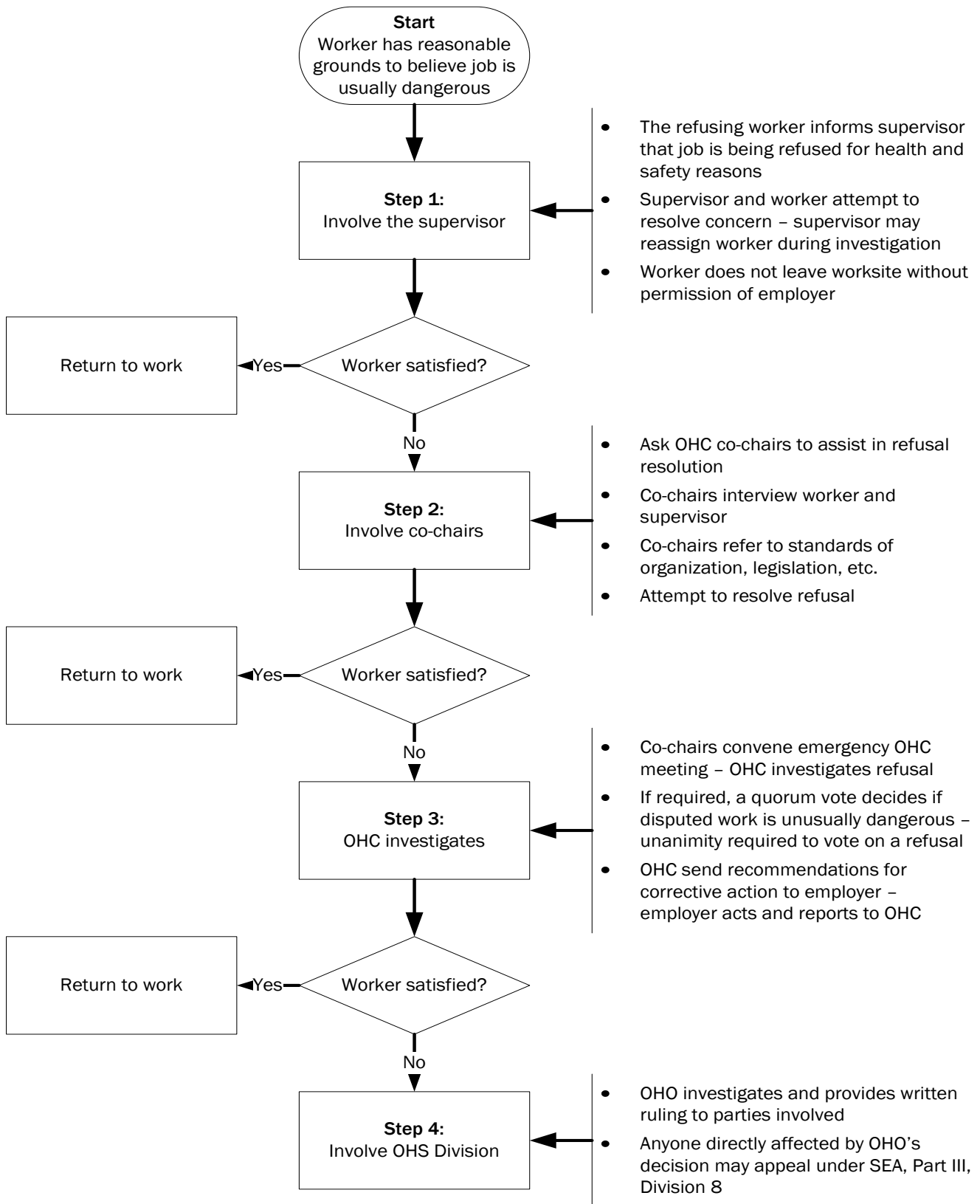
Step 6: Monitor effectiveness of corrective action

- OHC can check effectiveness of corrective action taken by employer during inspections, conversations with workers, etc.



Procedural summary





Projects: Refusal to work



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Projects: Refusal to work

Project 1: Five situations – are they a valid refusal to work?

Project 2: Gives OHC practice determining if workplace concern is a valid refusal or not

- OHC will interview the refusing worker and supervisor to help solve this scenario



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Project 1: Instructions

- Instructor will read each of five situations
- Discuss if each scenario is a valid refusal or not
- **Consider:** Does worker have reasonable grounds to believe the act or series of acts is unusually dangerous to their health and safety or to others
- Share your thoughts with class



Situation 1: Does this worker have reasonable grounds to believe this job is unusually dangerous to their health and safety or to others?

Yes or no? Why?

Project 1: Refusal to work

Situation 1

- A hotel maid is asked to wash outside of a window
- The window is sealed and cannot be opened from the inside – it must be accessed from the next window
- The maid is asked to sit on the edge of the next window and reach across it to wash the outside face of the sealed window
- Another worker will hold her ankles to prevent her from falling
- The window is on the second floor



Project 1: Refusal to work

Situation 2

- A worker is asked to shovel snow off a roof
- The roof has a slope of 45 degrees
- Heavy ice is under the snow
- The roof is not equipped with lifelines or scaffold tie-in points
- The roof of a nearby building collapsed recently because of heavy snow



Situation 2: Does this worker have reasonable grounds to believe this job is unusually dangerous to their health and safety or to others?

Yes or no? Why?

Project 1: Refusal to work

Situation 3

- A worker refuses work under the SEA 3-31
- The OHC and OHO investigate and rule against the refusal
- Two weeks later, the worker refuses to do the same job under the same conditions
- Does this worker still have reasonable grounds to believe the job is unusually dangerous?



Situation 3: Does this worker have reasonable grounds to believe this job is unusually dangerous to their health and safety or to others?

Yes or no? Why?

Situation 4: Does this worker have reasonable grounds to believe this job is unusually dangerous to their health and safety or to others?

Yes or no? Why?

Project 1: Refusal to work

Situation 4

Employees threaten to refuse work as a group after a dispute over the availability of mechanical lifts in a special care home



Project 1: Refusal to work

Situation 5

- A worker in a repair shop refuses to work because chemicals are used in several areas and the smell is very strong
- The worker does not have asthma and is not allergic to any of the chemicals
- The shop is well ventilated and the employer has ensured the ventilation system is maintained properly
- All chemical exposure limits are below the 8-hour average



Situation 5: Does this worker have reasonable grounds to believe this job is unusually dangerous to their health and safety or to others?

Yes or no? Why?

Project 2: Instructions

- Instructor will read scenario
- Your group will interview and gather information from the refusing worker and supervisor
- Co-chair will hold special OHC meeting after interviews to determine if worker has valid refusal
- Share your thoughts with class



Project 2: Scenario

Harriet, a young worker, has been recently hired to work for an industrial kitchen. She has approximately 12 days experience. For the past two days, she has been operating a 200 cm (6'7") high plastic/food packaging stamping press that forms raw plastic sheets into rectangular cups to hold processed food.

The gate of the press opens upwards to allow the operator to reach into the mechanism. The gate consists of a heavy aluminum frame around a large transparent Plexiglas viewing panel. The gate has a safety shutoff that cuts power to the machine when it is opened. Its Plexiglas viewing panel shattered several months ago. The panel is very expensive and the employer has not yet approved the supervisor's work order to have the vendor replace it and repair the machine.

Glass from the broken viewing panel has gotten into the press mechanism and the safety shutoff switch. Neither now works reliably. The press jams frequently. Sometimes it starts when the gate is open and the safety cutoff should have shut down the motor. Workers have been told to "be very careful" when operating the press.



The refusal to work

The day shift ends at 5 p.m. Harriet has a night job in a local bar and is rushing to exceed her production quota because the more she produces, the more she is paid.

The press jams. She opens the gate and reaches into the mechanism to clear the jam. The press starts unexpectedly and nearly catches her hand. Harriet refuses to continue to operate the press. She reports the refusal to her supervisor as an occupational health and safety issue.

The supervisor reprimands Harriet for "being careless" and assigns her other work while the matter is cleared up. The supervisor then contacts the OHC and asks it to investigate. The employer is also informed of the situation. The supervisor completes the production run on Harriet's press without incident.

A diagram of the food press is shown. The X marks the standing position of operator. The Plexiglas panel is fixed inside the gate and cannot be swung open separately from the gate.



Industrial kitchen refusal-to-work scenario

Instructions

Use this scenario as you work through the steps in investigating a refusal to work under SEA 3-31. Refer to section 3-31 in the SEA and Chapter 3 of the *Occupational Health Committee Manual* in your discussions. Be prepared to explain your findings to the class.

Situation

Harriet, a young worker, has been recently hired to work for an industrial kitchen. She has approximately 12 days experience. For the past two days, she has been operating a 200 cm (6'7") high plastic/food packaging stamping press that forms raw plastic sheets into rectangular cups to hold processed food.

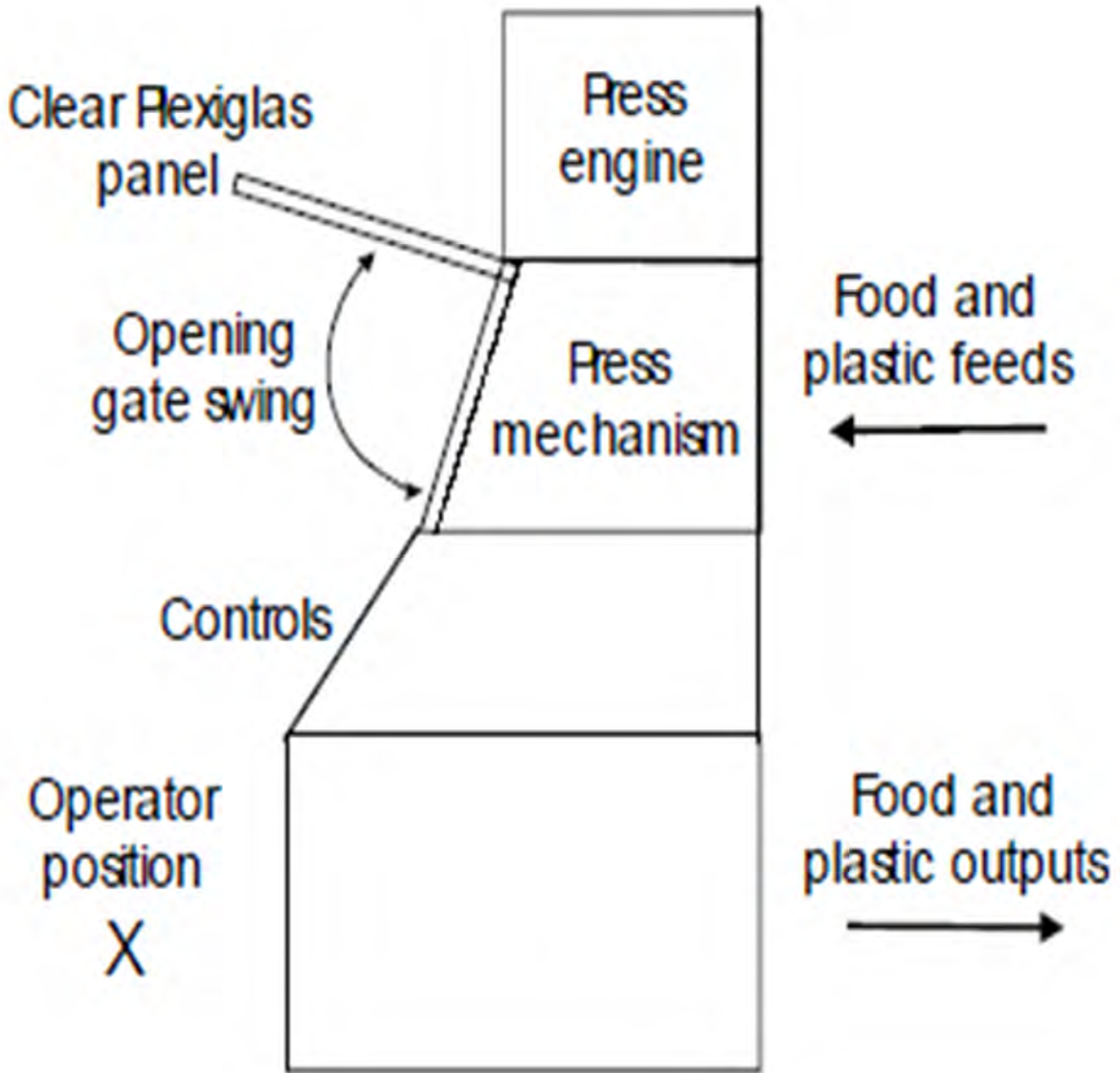
The gate of the press opens upwards to allow the operator to reach into the mechanism. The gate consists of a heavy aluminum frame around a large transparent Plexiglas viewing panel. The gate has a safety shutoff that cuts power to the machine when it is opened. Its Plexiglas viewing panel shattered several months ago. The panel is very expensive and the employer has not yet approved the supervisor's work order to have the vendor replace it and repair the machine.

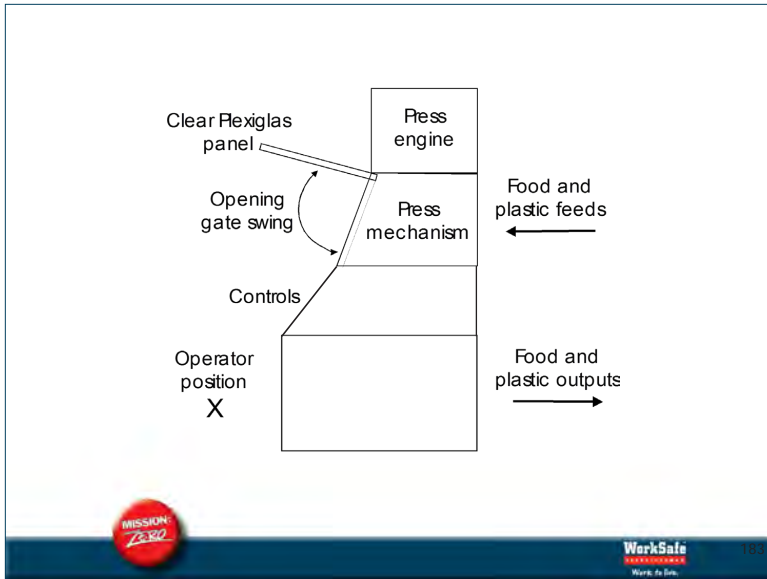
Glass from the broken viewing panel has gotten into the press mechanism and the safety shutoff switch. Neither now works reliably. The press jams frequently. Sometimes it starts when the gate is open and the safety cutoff should have shut down the motor. Workers have been told to "be very careful" when operating the press.

The refusal to work

The day shift ends at 5 P.M. Harriet has a night job in a local bar and is rushing to exceed her production quota because the more she produces, the more she is paid. The press jams. She opens the gate and reaches into the mechanism to clear the jam. The press starts unexpectedly and nearly catches her hand. Harriet refuses to continue to operate the press. She reports the refusal to her supervisor as an occupational health and safety issue. The supervisor reprimands Harriet for "being careless" and assigns her other work while the matter is cleared up. The supervisor then contacts the OHC and asks it to investigate. The employer is also informed of the situation. The supervisor completes the production run on Harriet's press without incident.

Food press. The 'x' marks the standing position of the operator. The Plexiglas panel is fixed inside the gate and cannot be swung open separately from the gate.





Project 2: Where to start?

- Assume worker and supervisor have completed step one (informed the supervisor) already
- Worker still refusing to work after meeting with supervisor
- **Step 2:** Involve OHC co-chairs

Project 2: Co-chairs' role

- Co-chairs interview refusing worker and supervisor to gather information about refusal to work
- Co-chairs and eventually OHC need to determine if the worker has:
 - Reasonable grounds to believe
 - The act or series of acts is unusually dangerous
- Co-chairs need to prepare to interview refusing worker and supervisor by developing questions to ask
 - Sample questions in workbook – take a few minutes to review
- Use sample questions to get interviews started



Before starting the interviews, spend a few moments to figure out what information you need from each person, what questions you are going to ask and who is going to take statements and notes. The following planning sheet has great questions you can use to start any refusal to work investigation.

Project 2: Instructions

- Your table will conduct interviews
- Select two people from group
 - One will be Harriet
 - One will be supervisor
- Two additional people as co-chairs will interview Harriet and the supervisor
- Record answers in workbook



Interview planning sheet

Possible questions to ask refusing worker		Possible questions to ask supervisor	
1	What is the concern and when did you first become aware of it?	When did you first become aware of the concern? How did you handle it?	
2	What training, tools, experience and other preparation do you have to equip you to do the disputed job?	What training, equipment, tools, etc. was provided to the worker to do the job?	
3	What training have you received about your rights under the legislation, including how to exercise your right to refuse?	What training have you received about your responsibilities as a supervisor under the legislation, how to handle a refusal, etc?	
4	Did you report the concern to the supervisor as a health and safety issue?	Was the refusal reported to you as a health and safety concern?	
5	What was the supervisor's response?	How did you try to resolve the issue?	
6	Were you reassigned? If so, did you lose any pay or other benefits?	Did you reassign the refusing worker to other work at no loss in pay or other benefits?	

Investigating a refusal to work

Use the *Industrial kitchen* scenario in your workbook. At your table, two people will play the worker and employer co-chairs who will interview the refusing worker Harriet and the supervisor.

One person at the table will play Harriet and another person will play the supervisor. Your instructor will provide Harriet and the supervisor scripts. Harriet and the supervisor will review the scripts. The scripts will assist them with answering questions from the co-chairs.

Your table has already reviewed the starting questions for a refusal to work. The OHC must prepare for the interview before it takes place. The preparation helps get the information required to make a ruling on a refusal. Keeping documentation of the interview is especially important when reporting back to the emergency OHC meeting or to an OHO during their investigation.

Co-chairs for this interview: Decide who will ask the questions and who will record the answers.

Others at the table can witness the interviews and record the answers from Harriet and the supervisor.

Record your interview responses on the interview planning sheet.

Interview Harriet first. You only interview one person at a time. As Harriet gives you answers, you may think of additional questions to ask. Record the additional questions and answers in your workbook.

Interview the supervisor. You may think of additional questions to ask. Record the additional questions and answers in your workbook.

Project 2: Instructions

- Stop interview
 - Co-chairs will review answers
- Co-chairs use information from the interviews to resolve the refusal (through discussion with worker and supervisor)
- Worker can:
 1. Agree and go back to work
 2. Not agree and go to **Step 3**



Project 2: Instructions

Step 3

- Co-chair will hold special meeting with OHC
- Review investigation conducted by the co-chairs at special OHC meeting
- Your table's process for Step 3 is to answer questions in workbook



Refusal to work questions

1. Did Harriet have reasonable grounds to believe?

2. Was the disputed job unusually dangerous?



Investigating a refusal to work questions

1. Did Harriet have reasonable grounds to believe? Yes or no? Why?

2. Was the disputed job unusually dangerous? Yes or no? Why?

3. Under regulation 40(3), what requirements must an OHC meet to rule on a refusal to work?

Refusal to work questions

3. Under regulation 40(3), what requirements must OHC meet to rule on a refusal to work?



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Refusal to work questions

4. Develop recommendations for corrective action to send to employer



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4. Develop recommendations for corrective action to send to the employer. List two or three short-term remedies:

Refusal to work questions

5. List long-term controls that will remove root cause of refusal



Long-term controls

Improvements in WRS

- Ensure everyone follows employer's health and safety system
- Ensure adequate maintenance and repair of machinery
- Ensure safety is as important as cost cutting and production
- Allocate adequate resources and authority for health and safety to supervisors



Long-term controls

Improvements in WRS

- Ensure workers are supervised sufficiently and competently
- Ensure workers are trained in all matters necessary to protect their health and safety
- Employer, supervisors and workers assist OHC to carry out duties and functions
- Ensure everyone at workplace complies with legislation



Long-term controls

Employer shall:

- Ensure OHC is established, trained and effective
- Ensure OHC consulted in developing and auditing employer's health and safety system
- Ensure OHC conducts inspections and available to talk to workers about OHS concerns



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Long-term controls

Supervisor shall:

- Ensure workers receive adequate orientation and training
- Establish work procedures and safety rules in line with employer's health and safety system
- Establish and enforce lockout procedures
- Conduct area inspections, provide job coaching, correct unsafe work practices, etc.
- Know and comply with legislation



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Long-term controls

Workers shall:

- Follow safe work practices and procedures
- Use appropriate safeguards, safety appliances and PPE
- Comply with employer's health and safety system
- Know and comply with legislation



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Legislation

Employer:

- Failed to provide workers with information, instruction and training about hazards that apply to workplace
 - SEA 3-16, Duty to provide information
 - Regulation 18, Duty to inform workers
 - Regulation 19, Training of workers
 - Regulation 134, Operation by workers



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Legislation

Employer:

- Failed to ensure workers were supervised sufficiently and competently
 - SEA 3-8, General duties of employer
- Failed to inspect workplace
 - Regulation 23, Examination of plant
- Failed to ensure OHC inspected workplace
 - Regulation 28, Inspection of place of employment



Legislation

Part X: Machine safety

Employer:

- Failed to ensure adequate repair and maintenance of machine safeguard
 - Regulation 137(2), Safeguards
- Failed to ensure equipment lockout policy and procedures
 - Regulation 139, Locking out
- Failed to ensure development of written work procedures
 - Regulation 140, Cleaning, etc., of machine in motion



Refusal to work questions

6. Review regulation 28



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Project 2: Instructions

Step 4: When should you contact OHS Division?

- If matter has not been dropped or resolved
- Refusing worker (or employer) is not satisfied with OHC's decision
- OHC cannot agree (unanimous vote by quorum)



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Investigation by OHS Division

- An OHO will investigate and make a ruling
 - Worker may continue the refusal until OHO rules
- OHO will determine if refusing worker had reasonable grounds to believe the act or series of acts was unusually dangerous to their health and safety or to others
- SEA, Part III, Division 8 allows anyone affected directly by OHO's decision to appeal to director
 - Appeal does not suspend OHO's decision (worker could still refuse)



Bonus questions

1. List two or three ways OHC can communicate results of investigation



Bonus questions

2. List two or three ways OHC can follow up on corrective actions





WorkSafe
BC
Work. So Safe.

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1. List two or three ways the OHC could communicate the results of the investigation regarding the refusal to work.

2. List two or three ways your OHC could follow up on corrective actions.



Project: Problem solving



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Project: Problem solving

- Apply learning from last two days in one last project
- OHCs present recommendations to employer to help solve OHS concerns and problems
- Brainstorming
- There can be many ways to solve a situation
 - Most obvious may not be the best
 - Brainstorming allows consideration of other ideas



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Problem-solving project

This project will help you practice working cooperatively to develop solutions using a popular problem solving technique called brainstorming.

Brainstorming

Generate ideas – As a group, start suggesting ideas. Keep the number of ideas manageable. Write the ideas on flipchart and post it on the walls.

Avoid criticism – Everyone submits suggestions without criticism or interruption. At this point, the idea is to generate as many solutions as possible and not to check the soundness of each proposal. Do not discuss ideas until everyone is finished.

Evaluate each idea – When everyone has run out of ideas, systematically discuss the pros and cons of each idea. Everyone explains his or her opinion. Continue until the OHC agrees on the best solution(s).

Use consensus to decide – Use consensus rather than votes to reach decisions whenever possible. Votes may split the OHC into management and worker factions.

How to brainstorm

- Generate a manageable number of ideas
 - Go person-to-person without interruption or criticism
 - Post ideas on flipchart
 - Do not discuss ideas until everyone is finished
 - When everyone is out of ideas, go back and systematically discuss each idea
- One of the brainstorming ideas may be a great solution



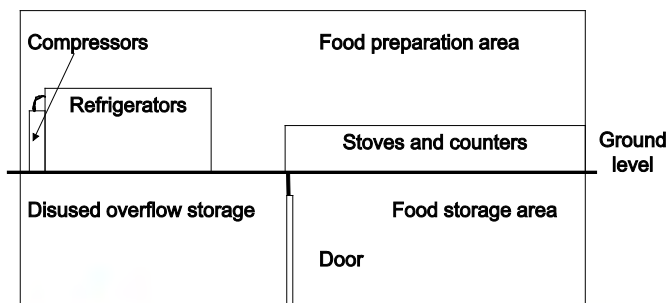
Project: Problem solving

Employer has a noisy workplace

- OHC will recommend solutions to correct noise issues
 - Instructor will review case study
 - Identify and analyze the problem
 - Generate solutions and develop recommendations
 - Consider communications and follow up
 - Optional: Complete OHC minutes
 - Present answers to class



Workplace layout



The situation

- Workers in restaurant food preparation area complain about noise from heavy-duty compressors on backs of two, large commercial refrigerators
 - Compressors attached to refrigerators by large bolts
 - Rubber-coated metal hoses transfer cooling fluids back and forth from refrigerators to compressors
 - Compressors contain electric motors and power system
 - Refrigerators have independent lighting systems
 - Each refrigerator has automatic temperature sensing system wired to compressor
- Noise measurements show levels of 98 dBA[1] when compressors reach cycle
- Workers complain of headaches and reduced hearing for several hours after their shifts.
- Workers have been provided with hearing protection and trained to use properly.
 - However, the supervisor never enforced use.
- A cook with many years of experience with restaurant recently been diagnosed with noise-induced hearing loss (NIHL)
- Until matter can be resolved, employer orders everyone in food preparation area to wear hearing protection
- Kitchen supervisor has been told in writing to enforce the requirement.

[1] A dBA is a noise measuring scale designed to approximate the response of the human ear to noise

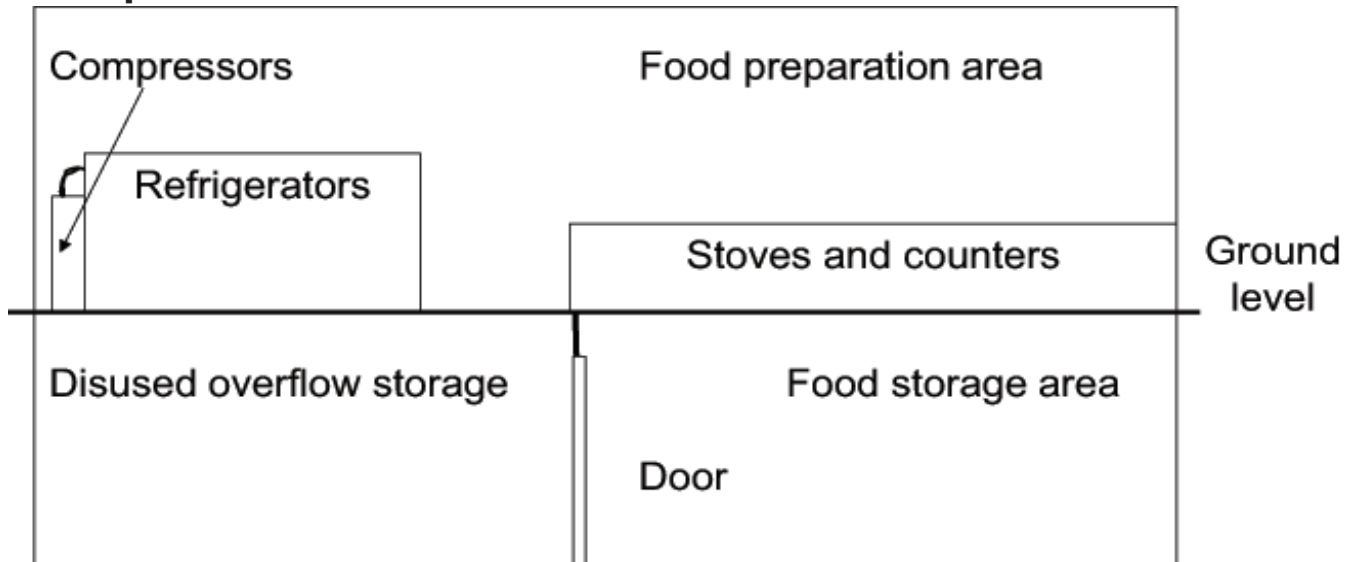


Solutions on the table

- **Hearing protection** – cost low, everyone required to wear, hygiene issues
- **Noise insulation** – cost \$10,000, shutdown kitchen, material fragile, not paintable, absorbs grease (fire)
- **Noise enclosure** – cost \$8,000, shutdown kitchen, added hazards with new doors
- **New refrigerators** – cost \$40,000, shutdown kitchen, long-term benefit



Noise problems at the restaurant



Side view of food prep area and basement

Diagram is not drawn to scale. The top floor shows the food preparation area and refrigerators. The basement shows two food storage areas. Stored food is transported to the kitchen by a dumbwaiter (not shown). Both storage rooms have electricity, ventilation and water.

The situation

Workers in the restaurant food preparation area complain about noise from heavy-duty compressors on the backs of two, large commercial refrigerators. The compressors are attached to the refrigerators by large bolts. Rubber-coated metal hoses transfer cooling fluids back and forth from the refrigerators to the compressors. The compressors contain their own electric motors and power system. The refrigerators have independent lighting systems. Each refrigerator has an automatic temperature sensing system wired to its compressor. Noise measurements taken in the room show levels of 98 dBA¹ when the compressors reach the peak of their cycles. Workers complain of headaches and reduced hearing for several hours after their shifts.

Workers have been provided with hearing protectors and trained to use them properly. However, the supervisor has never enforced its use. A cook with many years of experience with the restaurant has recently been diagnosed with noise-induced hearing loss (NIHL). Until the matter can be resolved, the employer has ordered everyone in the food preparation area to wear hearing protection. The kitchen supervisor has been told in writing to strictly enforce the requirement.

¹ A dBA is a noise measuring scale designed to approximate the response of the human ear to noise.

Notes

OHS regulation 113 requires that unprotected workers may not be exposed to noise greater than 85 dBA_{Lex}².

The dBA noise measurement scale is logarithmic. It increases exponentially. Each increase of three dBA doubles the noise exposure, although the noise may not be twice as loud. Therefore, 98 dBA provides almost sixteen times the noise exposure of 85 dBA. In other words, roughly 23 minutes of exposure to noise at 98 dBA is equal to eight hours of exposure to noise at 85 dBA.

Solutions proposed so far:

1. Require everyone in the food preparation area to wear hearing protection. Employer can provide disposable hearing protection to all staff for less than \$1,000 a year.
2. Install noise insulation on the kitchen walls. This would cost approximately \$10,000 and require the food preparation area to be shut down for two days. Shutting down the food preparation area would cost at least \$4,000. Unfortunately, sound absorbing material is fragile, cannot be painted or coated, and will absorb cooking smells.
3. Build a soundproof enclosure around the refrigerators linked to the food preparation area by a swinging door. This would cost about \$8,000. The workplace would have to be shut down for at least two days and that would cost another \$4,000.
4. Purchase new refrigerators. The refrigerators are approximately 15 years old, but have been kept in excellent condition. The quietest new units on the market are no louder than 70 dBA, well below the point where regulations require controls to be put in place. Each unit of this type costs approximately \$15,000. Modifications to the food preparation room would also be required and the workplace would have to be shut down for two days to allow removal of the old units and installation of the new. The cost of closing down and modifying the room is estimated to be approximately \$10,000.

The employer is interested in other solutions.

² dBA_{Lex} is the worker's exposure to noise at all levels averaged over a workday and adjusted to an eight-hour exposure.

Position of the supervisor

- Rejects purchase of new refrigerators
- Supports noise enclosure

Position of the workers

- Want new refrigerators
- Reject noise enclosure
- Can live with insulation and hearing protection



Problem-solving techniques

- Step 1** – Identify problem
- Step 2** – Analyze problem
- Step 3** – Generate potential solutions
- Step 4** – Select and plan a solution
- Step 5** – Implement solution
- Step 6** – Follow up



Step 1: Identify the problem

What is the problem?



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Steps 1 and 2: What is the problem? List noise regulations that apply to the problem.

Step 2: Analyze the problem

List noise regulations that apply to the problem



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Noise legislation

Employer shall:

- Identify noise sources and take actions to eliminate noise
- If noise cannot be eliminated, reduce the noise
- If this is not possible, provide hearing protection
- Ensure noise levels are measured and documented
- Post the noise levels
- Maintain record of noise exposure



Hearing protection programs

- Inform workers about noise hazards
- Minimize worker exposure to noise
- Provide hearing protection and train workers to use protection properly
- Arrange for audiometric testing
- Document what has been done



Hearing conservation plan

- If 10 or more workers are exposed to noise at 85 dBAlex, employer must develop hearing conservation plan
- Supervisor appointed to oversee plan
- Hearing conservation plan must be in writing
- Requirements for the plan are in regulation 114
- Plan must be readily available to workers



Step 3: Generate solutions

Brainstorming

- Each group will discuss and generate possible solutions
- First idea may not be the best solution
- Brainstorm – could one of these new ideas work?

Pro/Con method to consider solutions

- Consider what is the pro to a solution
- Consider the con
- Solution selected may be the one with best pros and fewest cons



Step 3: Potential solutions

Solution	Pros	Cons
----------	------	------

- Use ear plugs
- Enclose units
- Insulate kitchen
- Buy new units



Step 3: Generate solutions

What possible solutions will control the noise problems in the workplace?

Consider the pros and cons



Step 4: Select and plan a solution

Move compressors to basement

Pros

- Cost manageable
- Low noise levels
- Work can be done during off hours
- Do one compressor at a time (allows restaurant to remain open)

Cons

- Coordination of electrical and plumbing
- Compressors create heat
- Does not eliminate the noise problem, workers may have to work in basement



Steps 3 and 4: What possible solutions will control the noise problems in the workplace? Brainstorm.

Solution:	Pros:
	Cons:
Solution:	Pros:
	Cons:
Solution	Pros:
	Cons:
Solution	Pros:
	Cons:
Solution	Pros:
	Cons:

Selling points for your solution

- Cost and time
- Production
- Morale
- Compliance



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Step 5: Implement

How can OHC help the employer?



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Step 5: How can the OHC help the employer?

Step 6: How will the OHC find out if the corrective actions taken by the employer are working?

Step 6: Follow up/evaluate

How will OHC find out if corrective actions by employer are working?



Project: Problem solving

Any questions on problem solving?



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Summary

- Locate legislation to address OHS issues
- OHC's role in workplace responsibility system
- Requirements for OHCs
- Duties of OHCs
- Identify, assess and control hazards
- Conduct meetings and create recommendations for corrective actions
- Handle concerns and refusals to work



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Additional education

- Attend OHS courses
 - Level 2 (also online)
 - Supervision and Safety
 - WHMIS
- Attend industry-specific courses
- Review publications at OHC meetings



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OHS websites

www.worksafesask.ca

www.saskatchewan.ca



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Occupational Health Committee training

Self-check for Level 1

Name: _____

Instructor's name: _____

1. Use your copy of the SEA and regulations to find the correct information for each description.					
Where would you find...?	SEA, Part III	Regs	Title	Number	Marks
<i>Example: Information about the employer's general duty to protect workers from harassment.</i>	X		General duties of employer	3-8(d)	/4
• The definition of 'biological substance'					
• The duty of the employer to provide required information					
• The duty of the employer to report dangerous occurrences					
• Requirements for the training of workers					
2. Identify one role of the OHC in the WRS. Circle the letter of the best response.					
(a) Ensure a compliance with legislation	(c) Enforce OHS policies and procedures				/1
(b) Take corrective action to control hazards	(d) Monitor employer's OHS system and recommend improvements				
3. Identify four requirements to set up and run an OHC. Circle the letters for requirements that apply.					
(a) Committees must have from two to 12 members	(e) Alternate committee member are not encouraged				/4
(b) At least half of members must represent workers	(f) Employer must post copy of minutes in workplace				
(c) Employer members can outnumber worker members at meetings if workers agree	(g) Committees must meet at least once every three months				
(d) Occupational groups of workers with distinct health and safety concerns must be represented equally	(h) Employer and workers should have same number of members				
4. Identify seven duties of OHCs under the legislation. Circle the letters for duties that apply.					
(a) Carry out workplace inspections (tools, equipment, machinery, etc.) required under reg 23	(f) Investigate client health and safety issues (e.g., in health care, education, etc.)				/7
(b) Help employer identify, assess and control hazards	(g) Meet to discuss health and safety issues				
(c) Help employer set up and review health and safety programs, procedures, policies and plans	(h) Provide new workers with health and safety information required by legislation				
(d) Help employer maintain records required by legislation	(i) Promote health and safety instruction				
(e) Handle concerns and refusals to work	(j) Assist employer to investigate incidents and dangerous occurrences				
5. Identify five recommended procedures to identify hazards. Circle the letters for procedures that apply.					
(a) Review employer's lists of the tools and technologies of production	(d) Review first-aid registers, minutes, etc.				/5
(b) Wait for experience to show you	(e) Review information from government				
(c) Review material from suppliers, associations, etc.	(f) Ask knowledgeable people				
6. Identify recommended procedures for controlling hazards. Each of the following is either control at the source (S), control along the path (P) or control at the level of the worker (W). Identify the category for each control.					
<i>Example: Substitution</i> S _____					/10
(a) Hygiene practices _____	(f) Elimination _____				
(b) Orientation, training and supervision _____	(g) Automation _____				
(c) Relocation _____	(h) Dilution _____				
(d) Barriers _____	(i) PPE _____				
(e) Absorption _____	(j) Redesign _____				

7. Identify recommended procedures for investigating concerns. Arrange the following steps in order from first to last (1 to 8).		
<p>_____ If the OHC member cannot resolve the concern, call in the co-chairpersons.</p> <p>_____ If the committee cannot resolve the concerns with employer, ask an OHO for help.</p> <p>_____ Employer receives OHC's recommendations and takes action.</p> <p>_____ If co-chair cannot resolve the problem, deal with it at the next committee meeting. If the concern is serious, such as a refusal to work under SEA 3-31, call an emergency meeting.</p> <p>_____ As a rule, encourage workers to bring specific concerns to supervisor and general concerns to OHC or representative. Follow employer's procedures for reporting harassment and other complaints that may involve supervisor.</p> <p>_____ Status of final resolution of concern should be communicated to everyone involved.</p> <p>_____ OHC or representative can help everyone concerned by monitoring effectiveness of the corrective action taken by employer.</p> <p>_____ If problem cannot be resolved, take it to local OHC member.</p>		/8
8. Identify recommended procedures for investigating refusals to work. Circle the best answer for each question. Some questions have more than one correct answer.		
1. What two grounds are necessary to exercise the right to refuse? (a) A danger that is clearly unusual (b) Reasonable grounds to believe that job is unusually dangerous to worker (c) Reasonable grounds to believe that job is unusually dangerous to worker or others (d) Decision/right of individual (e) Decision/right of group	4. What one point is required for OHC to rule against a refusal? (a) A ruling by both co-chairpersons (b) A majority vote by quorum of OHC (c) A unanimous vote by quorum of OHC (d) A unanimous vote by entire OHC	/11
2. What three actions should a refusing worker do when reporting the issue to supervisor? (a) Clearly explain the refusal is due to health and safety concerns and try to resolve it (b) Accept reassignment at no loss in pay or other benefits (c) Cooperate with OHC in its investigation (d) Leave work site and report refusal to OHC or OHS Division	5. If OHO rules against a refusal, the refusing worker: (a) Should return to work (b) May continue to refuse	
3. What three things should OHC do when it investigates a refusal? (a) Look for underlying causes (b) Send recommendations to employer (c) Document investigation (d) Keep investigation secret so that workers will not be alarmed.	6. If OHO's decision is appealed: (a) An appeal suspends OHO's decision unless ruled otherwise by OHS Division or an adjudicator (b) The decision remains in force unless suspended by OHS Division or an adjudicator	
Total		/50

Occupational Health and Safety training

Participant evaluation

Level 1: Committees Representatives

Level 2: Inspections Investigations

WHMIS Supervision and Safety

Date: _____ Instructor: _____ City: _____

We want to know what you think. Your answers are important because they help us improve our courses.

Legend: 'A' Strongly agree 'B' Agree 'C' No opinion 'D' Disagree 'E' Strongly disagree

A. General

A B C D E I enjoyed this course.

A B C D E The course met my expectations.

A B C D E I will be able to apply what I learned today to my workplace.

A B C D E I would recommend this course to other OHC members and employers.

The most important thing I learned today:

B. The instructor

A B C D E Instructor was well prepared, organized and made good use of time.

A B C D E Instructor knew course content well.

A B C D E Provided adequate opportunities for discussion.

C. The course

A B C D E The content and materials will be directly useful to me in my workplace.

A B C D E The projects and lectures helped me learn and practice my occupational health and safety duties and responsibilities.

A B C D E I had no trouble understanding the lectures and project instructions.

There was enough time provided for:

A B C D E (a) Questions

A B C D E (b) Group projects

A B C D E (c) Discussion

A B C D E I felt free to get involved in discussions and projects.

A B C D E I felt free to ask the instructor questions.

A B C D E The course materials were well organized, easy to read and understand.

A B C D E The overheads were easy to read and understand.

A B C D E The procedure used to register was efficient.

A B C D E The room was comfortable and appropriate for this course.

A B C D E The location of the course was convenient for me.

D. What did you like most about this course?

E. What did you like least about this course?

F. Additional comments or suggestions?

Thank you. Please return this from to your instructor before you leave.

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Occupational Health and Safety Division
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Regina SK S4P 4W1
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