

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
OCCUPATIONAL HEALTH AND SAFETY PROCEDURES	OPR D-24.1	APPROVED: OCTOBER 9, 2012 REVIEWED: Feb 1, 2018

## 1. COMMITTEE

- 1.1 The College will establish and maintain an Occupational Health and Safety Committee, serving or located at each location in accordance with the *Saskatchewan Employment Act*.
- 1.2 The Committee will be a minimum of two (2) to a maximum of six (6) members. At least half the sitting members shall be non-management staff. The non-management staff members shall be elected by a vote of all current non-management employees from that center. Reasonable effort will be taken to designate a representative for each department if it applies.
- 1.4 The management staff members shall be appointed by the Chief Executive Officer or designate.
- 1.5 The terms of the Committee members shall be two (2) years: 1.5.1 Initially, one-half of each of the management staff and non-management staff members shall be appointed / elected to a one-year term and one-half shall be appointed/elected to a two-year term where possible.

## 2. CHAIR OF THE COMMITTEE

- 2.1 The Committee will have two co-chairs that will rotate the responsibility of the chair. One must be designated by the employer and one to be selected by non-management committee members.
- 2.2 The co-chairpersons shall hold office for a period of one year and may be reappointed or re-elected.
- 2.3 The management staff co-chair shall be appointed by the Chief Executive Officer or designate. The non-management staff members of the Committee shall elect the non-management staff co-chair.

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### 3. RESPONSIBILITIES

#### A. COMMITTEE

1. The purpose of the Committee is to ensure that the College is aware of the requirements of the Occupational Health and Safety Act in the Province of Saskatchewan and to maintain a safe and healthy learning and working environment of the College.
2. The College Management shall inform, on a regular basis, the employees about the responsibilities of the College and the Committee with respect to the safety and health of the College employees.
3. The Committee will assist the College to fulfill its responsibilities by ensuring that management will:
  - 3.1 Enforce the rules that ensure a safe and healthy environment.
  - 3.2 Carefully consider the recommendations of the Committee and respond.
  - 3.3 Support the participation of staff members on the Committee.
  - 3.4 Be aware that the College and College management and employees together are responsible for the safe and healthy work environment.
  - 3.5 Abide by the responsibilities as set out by the *Saskatchewan Employment Act*.
  - 3.6 Post Occupational Health and Safety minutes on the Parkland College "Up close and Personnel" site.
  - 3.7 Make recommendations to the President to promote a safe and healthy working environment and on policies and practices to meet the requirements of the *Saskatchewan Employment Act*
  - 3.8 Hold regular meetings at intervals specified by the Occupational Health and Safety Act in the Province of Saskatchewan.
  - 3.9 Investigate, report and make recommendations on refusals to work due to unsafe conditions and accidents.
  - 3.10 Conduct regular workplace inspections at each location.

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## **B. MANAGEMENT**

1. Provide internal and external leadership for occupational health and safety activities.
2. Provide appropriate financial, human and organizational resources to providing a safe and healthy work and learning environment.

## **C. EMPLOYEES OF PARKLAND COLLEGE**

1. Contribute by providing input and support to a safety and healthy work environment.
2. Continue to use safe behaviors in the work place
3. Immediately report unsafe conditions, acts, and behaviors.
4. Participate and engage in health and safety related training.
5. Comply with applicable *Saskatchewan Employment Act* legislation.