



ARCHDIOCESE OF REGINA

Policy Name:	Occupation Health and Safety: Committee and Meetings	Number:	S4-27
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
Legislation:	Saskatchewan Employment Act Division 4	Date Revised:	

Policy Statement: The Archdiocese of Regina adheres to the requirements as established by the *Saskatchewan Employment Act*.

Procedure:

- a) An Occupational Health and Safety Committee is required in each Archdiocesan location where ten (10) or more workers work.
- b) The Occupational Health and Safety Committee must meet four times in each calendar year.
- c) Minutes of the Occupational Health and Safety Committee meetings must be filed with the Financial Officer of the Archdiocese of Regina.
- d) Minutes of Occupational Health and Safety Committees should be filed by:
 - a. October 30th
 - b. January 30th
 - c. April 30th
 - d. June 30th

Committee Duties:

- a) To participate in the identification and control of health and safety hazards in or at the place of employment;
- b) To cooperate with the occupational health and safety service, if any, established for the place of employment;
- c) To establish, promote and recommend the means of delivery of occupational health and safety programs for the education and information of workers;
- d) To maintain records with respect to the duties of the committee pursuant to this section;
- e) To investigate any matter "Of Right to Refuse Dangerous Work";
- f) To receive, consider and resolve matters respecting the health and safety of workers;
- g) To carry out any other duties that are specified in the Saskatchewan Employment Act Division 4.

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