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NexGen Mechanical OHC Committee Members:

- Tu Phan
- Casey Fitzsimmons
- Bill McIntosh
- Natasha Remenda
- Derek Haskey
- Kelly Young



Employer Signature



Employee Signature



Employer Name



Employee Name

Employers and Employees - Responsibility for Workplace Health and Safety

Legal responsibility for identifying and correcting health and safety hazards rests on the shoulders of all workplace parties (employers, contractors, owners, workers, supervisors, self-employers persons and suppliers). The *Occupational Health and Safety Act* and *Regulations* require everyone in the workplace to work together to identify and control health and safety hazards.

Employers and Employees - Resolving OHS Concerns

Employers

Since employers have the most control over the conditions of work and how it is done, they have the greatest degree of responsibility for the health and safety of workers. They must:

- Provide a safe and healthy workplace;
- Establish Occupational Health Committees or representatives and consult and cooperate with them in resolving health and safety concerns;
 - Ensure workers are not exposed to harassment;
- Comply with the *Occupational Health and Safety Act* and *Regulations*;
 - Provide required safe work procedures;
 - Ensure equipment is provided and maintained;
 - Ensure workers are trained; and
 - Ensure supervisors are competent.

Employers are also required to have a copy of the *Occupational Health and Safety Act, 1993* and the *Occupational Health and Safety Regulations, 1996* readily available to both workers and management.

Supervisors

Supervisors are critical to safe workplaces because they are closest to the actual work being done and can address and resolve worker concerns. They must:

- Understand the *Act* and *Regulations*
- Understand their company's safety program
- Understand the need for and safe use of personal protective equipment
 - Understand emergency procedures required under the legislation
 - Comply with the *Act* and *Regulations*
- Ensure workers they supervise understand and comply with the *Act* and *Regulations*
- Support and cooperate with the Occupational Health Committee or Representative

Workers

Workers also have an important role in making the workplace safe. They must:

- Take reasonable care to protect their health and safety and the health and safety of other workers
 - Not harass other workers
 - Comply with the *Act* and *Regulations*
- Use the orientation and training provided to them
 - Follow safe work practices
- Use protective equipment provided to them.

Support and cooperate with the Occupational Health Committee or Representative



Saskatchewan
Ministry of
Labour Relations and
Workplace Safety

Minutes

Occupational Health Committee

Complete all information on top: Type or print firmly

Name of
firm _____

OHC#

Mailing
address
& Postal
Code _____

Phone: _____

Total # of
workers in
workplace _____

Worksite
address _____

Phone: _____

Meeting
date _____

Fax: _____

Date of
next meeting _____

Employer
Co-chairperson _____

Worker
Co-chairperson _____

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 - Mail to Occupational Health and Safety
- Copy 3 - Post on Committee board for information of workers
- Copy 4 - Employer Copy

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

Employer Co-chairperson

Worker Co-chairperson

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