

# OCCUPATIONAL HEALTH & SAFETY QUICK REFERENCE GUIDE



Occupational Health  
& Safety Committee

# Legal Basis & Framework

Employers must keep a copy of *The Saskatchewan Employment Act* and Occupational Health & Safety Regulations accessible to workers.



The Saskatchewan  
Employment Act



Saskatchewan  
OH&S Regulations

## Joint Health & Safety Structures

Workplaces with 10 or more workers must establish an Occupational Health Committee (OHC). Those with 5 to 9 workers in prescribed high-hazard workplaces must have an OHS Representative.

Workplace Size / Hazard Level	Required Structure	Composition	Notes
10+ workers	Occupational Health Committee (OHC)	2-12 members; equal employer and worker reps; 2 co-chairs	Meets quarterly; paid time; co-chairs must be trained
5-9 workers (prescribed workplaces)	OHS Representative	Elected worker (non-management)	Performs OHC-like role; paid time training required

# Roles & Duties

## Workers:

- Know your rights at work:
  - **Right to Know** about hazards in your workplace
  - **Right to Participate** in health & safety discussions
  - **Right to Refuse** unsafe work
- Follow safe procedures, use PPE and report hazards.

## Committee/Representative:

- Inspect workplaces, investigate incidents and address refusals.
- Advise employer on hazard control, training and policy.
- Promote awareness and monitor corrective actions.

## Employers:

- Provide safe workplaces, training, supervision and PPE.
- Cooperate with OHC/Rep; respond to recommendations.
- Report serious injuries and incidents to the OHS Division.

The SGEU Occupational Health & Safety Committee's mandate is to educate members and promote key OH&S information throughout the union.

**Learn more about your  
SGEU OH&S Committee**



# Procedures & Reporting

## To report a safety concern:

1. Notify your supervisor.
2. If unresolved, contact an OHC member. Contact an Member Service officer if unsure who your OHC representative is.
3. Committee investigates and recommends actions.
4. Employer provides written response.
5. Escalate to Ministry OHS Division if not resolved.

## Work refusal procedure:

1. Inform supervisor; remain available on the work site.
2. OHC investigates.
3. Escalate to Ministry OHS Division if not resolved; no reprisal allowed.

## If you are injured at work, you should:

1. Get medical care right away.
2. Report your injury to your employer immediately.
3. Report your injury to the Saskatchewan Workers' Compensation Board (SK WCB) by completing the Workers' Initial Report of Injury (W1) form online.  
[www.wcbsask.com/W1](http://www.wcbsask.com/W1) or call 1-800-787-9288.

# Key Resources & Contacts

Ministry of Labour Relations & Workplace Safety – OHS Division:  
1-800-567-7233

Saskatchewan Workers' Compensation Board: 1-800-667-7590.

SGEU Member Service Officers: 306-775-7872

Saskatchewan OHS Legislation and more  
resources →

