



275 OCCUPATIONAL HEALTH AND SAFETY POLICY

Sponsor:	Department Head, Corporate Services
Effective Date:	January 15, 2019
Approved by:	Executive Committee
Review Period:	One year

PURPOSE

This policy establishes SaskGaming's position on employee health and safety and the roles, responsibilities and expectations for managers and employees.

DEFINITIONS

Employee - unionized, non-unionized, contracted employees including those under personal services contracts, the Board of Directors and Executive members.

POLICY

SaskGaming is committed to providing a safe and healthy work environment and recognizes the importance of the obligations as set out in *The Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 1996*.

SaskGaming supports a co-operative approach to health and safety where responsibility and support for the following objectives is shared by all:

- compliance with all relevant statutes and regulations representing health and safety;
- ensure, through identification and mitigation of workplace hazards, that health and safety and incident prevention are an integral part of all activities;
- promotion of safe work practices and awareness through training, education and implementation of safety policies and workplace-specific procedures; and
- incorporation of safe conditions and practices in all activities including, but not limited to, planning, budgeting, direction and implementation.

All SaskGaming employees and any individuals working on behalf of or representing SaskGaming such as contractors, suppliers and consultants are accountable for their own actions and must comply with health and safety legislation, policies and procedures as a condition of employment.

Violations of health and safety legislation, policies and procedures place SaskGaming at significant risk and are subject to appropriate corrective action which may include

disciplinary measures up to and including termination of employment. Refer to Corrective Discipline Policy, 245.

Rights

Every SaskGaming employee has the right to:

- know about hazards at work and how to identify and protect themselves from them and about the rights afforded to workers under *The Saskatchewan Employment Act*;
- participate in finding and controlling workplace hazards; and in decisions related to occupational health and safety, free of reprisal for their participation. Participation, in part, is achieved through consultation with the Occupational Health & Safety Committee (OH&S) or representative; and
- refuse work that they have reasonable grounds to believe is unusually dangerous to themselves or any other person.

Responsibilities

In order for SaskGaming to achieve the objectives as set out in this policy, it is essential that all employees, contractors and suppliers participate in the shared responsibility to maintain a safe and healthy workplace by adhering to the following responsibilities:

Executive and Senior Management must:

- provide the management, support and leadership necessary to ensure a safe and healthy working environment;
- ensure that adequate resources are available to implement appropriate measures;
- require compliance with legislative requirements;
- require that health and safety considerations form an integral part of the planning, design, construction, purchase and maintenance of all buildings, equipment and work processes;
- require that OH&S policies, procedures and programs are implemented and enforced;
- support, monitor and evaluate health and safety performance, and recommend measures to eliminate injury and illness;
- require that incidents are reported to the Return to Work & Safety Consultant and investigated by the OH&S Committee when necessary, and take action to prevent a recurrence where it is within their authority and in accordance with the incident reporting procedure;
- participate in hazard identification and take action to correct unsafe conditions; and
- consult and co-operate with the OH&S Committee for the purpose of resolving

concerns on matters of health, safety and welfare at work.

Managers must:

- plan and execute activities in a manner that promotes compliance with this policy and the legislation;
- formulate specific safety rules and safe work procedures for their areas of supervision within the context of this policy;
- ensure that individuals in their areas of responsibility have been given adequate direction, training and instruction in the safe performance of their work, and that it is performed without undue risk;
- ensure that work areas are regularly inspected to prevent the development of unsafe conditions or practices;
- ensure that all incidents/accidents are reported to the Return to Work & Safety Consultant, and take action to prevent a recurrence where it is within their authority and in accordance with the incident/accident reporting procedure;
- participate in hazard identification and take action to correct unsafe conditions;
- insofar as is reasonably practicable, ensure that all employees under the manager's direct supervision and direction are not exposed to harassment in the workplace; and
- consult and co-operate with the OH&S for the purpose of resolving concerns on matters of health, safety and welfare at work.

Employees must:

- plan and execute activities in a manner that promotes compliance with this policy;
- practice safe work habits, and observe all safety rules and procedures established in their work areas;
- promptly report hazardous or unsafe equipment, conditions, procedures or behavior to a supervisor, and make suggestions for their correction or take corrective action where authorized;
- immediately report to a manager all work-related injuries, and obtain medical treatment, if necessary, without delay;
- participate in the Occupational Health Committee for the purpose of resolving concerns on matters of health, safety and welfare at work; and
- refrain from causing or participating in the harassment of another employee.

Contractors, suppliers and others providing a service on behalf of SaskGaming must:

- as part of their contracts, agree to comply with all relevant health and safety legislation and Corporate policies and procedures where directed by SaskGaming.

Occupational Health & Safety Committees must:

- assist in the development and maintenance of general Corporation policies on health and safety matters consistent with this policy;
- consult to resolve concerns on matters of health, safety and welfare at work;
- provide advice and recommend actions to ensure the health and safety of all employees;
- assist in ensuring that the health and safety policy is kept current and receive suggestions and recommend actions for policy/program improvements.
- meet at least quarterly;
- post minutes from the OH&S meetings in a timely manner; and
- have the committee terms of reference approved by the Executive Committee.

Human Resources must:

- develop and implement systems to identify and control hazards;
- develop and implement systems and procedures for investigation of accidents, dangerous occurrences, and refusals to work in order to take action to prevent similar incidents;
- develop and implement systems to facilitate inspection of premises, machinery, tools, equipment, and work practices;
- develop and implement OHS orientation, instruction and training plans for workers;
- provisions of regular reporting of records and statistics;
- develop and implement systems for monitoring, evaluation and revision of the program to ensure continuous improvement; and
- the Return to Work & Safety Consultant provides the information to the OH&S Committee for review.

APPLICABLE LAWS/REGULATIONS

The Saskatchewan Employment Act
The Occupational Health and Safety Regulations, 1996
Health Information Protection Act
Freedom of Information and Protection of Privacy Act

POLICY HISTORY

Date	Description
January 15, 2019	Following a safety audit it was recommended that the policy be reviewed on an annual basis. Removed collective bargaining agreements from the applicable laws and regulation schedule and added the Board of Directors to the definition of employee.



June 27, 2017	Policy amended to definition of employee and updated to new policy format.
April 5, 2011	New policy

CONTACT INFORMATION

For further information, please contact the Department Head, Corporate Services.